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PART IV

Advertisements and Notices by Private Individuals and Corporations

DAMODAR VALLEY CORPORATION

NOTIFICATION

The 28th January 1957

Regulations governing the recruitment, conditions of service, pay, allowances, discipline, conduct and retiring benefits of the employees of the Damodar Valley Corporation.

No. 5—In exercise of the powers conferred by section 60 of the Damodar Valley Corporation Act, 1948, XIV of 1948) the Corporation hereby makes, with the previous sanction of the Central Government, the following regulations to govern the recruitment, condition of service, pay, allowances, discipline, conduct and retiring benefits of the employees of the Corporation.

I. EXTENT OF APPLICATION, CLASSIFICATION OF SERVICES AND METHOD OF RECRUITMENT

Regulation 1—(1) These regulations may be called the Damodar Valley Corporation Service Regulations.

(2) They shall be deemed to have come into force with effect from the 7th July 1948, provided that cases already dealt with otherwise than under these Regulations shall not be re-opened.

*Regulation 2—*In these Regulations, unless there is anything repugnant in the subject or context:

- (1) "Accounts Officer" means the Chief Accounts Officer of the Corporation or till such time as the Chief Accounts Officer is appointed, the Senior Accounts Officer of the Corporation.
- (2) "Chairman" means Chairman of the Corporation.
- (3) "Compensatory allowance" means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes a travelling allowance but does not include a sumptuary allowance nor the grant of free passage by sea to or from any place outside India.
- (4) "The Corporation" means the Damodar Valley Corporation.
- (5) "Day" means a calendar day, beginning and ending at mid-night; but an absence from headquarters which does not exceed twenty four hours shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.
- (6) "Director of Personnel" means the Director of Personnel of the Corporation.
- (7) "Employee" means an employee of the Corporation other than a casual employee or a member of the workcharged establishment or a person paid from contingencies.

(8) "Family" means an employee's wife, legitimate children and step-children residing with the wholly dependent upon him provided that the condition of residence with the employee shall not apply for the purpose of Regulations 60 to 70 relating to medical attendance and treatment. In the case of a female employee, "family" includes the husband if he is wholly dependent on her. Except in respect of Regulations 54 to 57 and 60 to 70, the term also includes an employee's parents, sisters and minor brothers if residing with and wholly dependent upon him.

(9) "Financial Adviser" means the Financial Adviser of the Corporation.

(10) "Head of a Department" means any authority specified in Appendix I and any other authority which the Corporation may by order declare to be the head of a department for the purpose of these Regulations.

*Note—*In respect of the staff under the administrative control of the Financial Adviser he should exercise all the powers of a Head of Department and no action under any of these Regulations in respect of the staff so employed shall be taken by the Corporation or other authority under the Corporation except in consultation with him.

(11) "Lien" means the title of an employee to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively.

(12) "Member" means a Member of the Corporation other than the Chairman.

(13) "Officiate"—An employee officiates in a post when he performs the duties of a post on which another person holds a lien. The authority which has power to make a substantive appointment to the post, may appoint a person to officiate in a vacant post, on which no other person holds a lien.

(14) "Pay" means the amount drawn monthly by an employee as:

- (a) the pay other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity, or to which he is entitled by reason of his position in a cadre;
- (b) overseas pay, technical pay, special pay, personal pay; and
- (c) any other emoluments which may be specially classed as pay by the Corporation.

(15) "Personal pay" means additional pay granted to an employee:

- (a) to save him from a loss of substantive pay in respect of a permanent post other than a tenure

post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or

(b) in exceptional circumstances, on other personal consideration.

(16) "Secretary" means Secretary of the Corporation.

(17) "Special pay" means an addition, of the nature of pay, to the emoluments of a post or of an employee, granted in consideration of:

- (a) the specially arduous nature of the duties; or
- (b) a specific addition to the work or responsibility.

(18) "Subsistence grant" means a monthly grant to an employee who is not in receipt of pay or leave salary.

(19) "Travelling allowance" means an allowance granted to cover the expenses which are incurred in travelling in the interest of the Corporation. It includes allowances granted for the maintenance of conveyances, houses and tents.

Regulation 3—These Regulations apply to all employees whose conditions of service the Corporation is competent to regulate. In respect of persons who may be required to execute a formal contract, the Regulations shall apply in so far as they are not inconsistent with any provision of the contract and in respect of any matter not covered by the contract. Employees to whom the Factories Act, 1948, the Industrial Disputes Act, 1947 and the Industrial Disputes (Amendment) Act, 1953, apply shall be governed by these Regulations subject to the provisions of these Acts and the relevant Standing Orders.

Regulation 4—In case of any doubt about the meaning or extent of the application of any of these regulations, the decision of the Corporation shall be final.

Regulation 5—If the Corporation is satisfied that in the special circumstances of any case it is necessary or expedient so to do, it may, after specifying those special circumstances in writing relax the provisions of any of these Regulations in such a case.

Regulation 6—Any matter not provided for in these Regulations shall, until requisite provisions in that behalf are made in these Regulations, be dealt with and disposed of, as far as may be in accordance with the rules and orders issued from time to time by the Central Government in relation to similar matters.

CLASSIFICATION OF SERVICES

Regulation 7—The services under the Corporation shall be classified as:

Class I—Posts carrying pay, or the maximum pay if it is in a time-scale, exceeding Rs. 500 p.m.

Class II—Posts other than those in Class I carrying pay, or the maximum pay if it is in a time scale, exceeding Rs. 60 p.m.

Class III—Posts, the maximum pay of which does not exceed Rs. 60 p.m.

Provided that the Corporation may include any post or class of posts in a particular class according to the nature and duties of the post irrespective of the pay attached to it.

Regulation 8—Staff class I, other than those lent by the Central and State Governments, who are appointed for a fixed period may be required to execute a contract in such form or forms as may be prescribed by the Corporation.

METHOD OF RECRUITMENT

Regulation 9—Recruitment to the services of the Corporation shall be made by:

- (a) direct appointment, or
- (b) promotion of persons already in the service of the Corporation, or
- (c) borrowing from Governments.

Regulation 10—Except Staff Class III and unless otherwise directed by the Corporation, all appointments will be made by the Corporation on the recommendations of a Selection Board who may make selections by holding a written examination or by interview or by both. The Selection Board shall consist of:

- (a) at least one Member or the Chairman of the Corporation, the Director of Personnel and the Head of the Department concerned or his representative in the case of candidates for appointment to posts in Class I; and
- (b) a Member or the Secretary, the Director of Personnel and Head of the Department concerned or

his representative in the case of candidates for appointment to posts in Class II.

The Selection Board may call for the services of experts from within the Corporation or from outside for advice on any particular appointment.

Appointment of Staff Class III may be made by the Head of the office concerned.

II. GENERAL CONDITIONS OF SERVICE

Regulation 11—No person who has, directly or indirectly, by himself/herself or his/her partner or agent, any share or interest in any contract by or on behalf of the Corporation or in any employment under, by or on behalf of the Corporation otherwise than as an employee thereof, shall become or remain an employee of the Corporation. The decision, as to whether a person has direct or indirect interest in any contract, of the Chairman of the Corporation will be treated as final.

Regulation 12—Unless otherwise provided in any individual contract all appointments except officiating appointments shall be on probation for such period as may be determined by the Corporation, during which time, the services an employee can be terminated without notice.

Regulation 13—Probationary period shall count as service towards increment and leave only if the probation is on the time scale and not on a probationary stage outside the time scale.

Regulation 14—Promotion shall be based on merit, relative suitability of a candidate for a particular post and seniority, and shall, in the case of promotion to Class I, be made ordinarily after considering the advice of the Departmental Promotion Committee to be set up for the purpose. Their functions and procedure shall be similar to such committees functioning under the Central Government with suitable modifications.

Regulation 15—The whole time of an employee is at the disposal of the Corporation and he may be employed in any manner in the service of the Corporation by the head of the office under whom he is employed without any claim for additional remuneration.

Regulation 16—Two or more employees cannot be appointed to the same post at the same time nor can an employee be appointed except in an officiating capacity, to a post on which another employee holds a lien.

Regulation 17—The services of an employee in permanent employ may be terminated by the Corporation if—

- (a) his post is abolished; or
- (b) he is declared on medical evidence to be unfit for further service; or
- (c) he absents himself from duty without permission of the competent authority or is found guilty of insubordination, intemperance or other misconduct.

Subject to the above and to the provision of Section 25F of the Industrial Disputes Act, 1947, as inserted by the Industrial Disputes (Amendment) Act, 1953, in the case of employees who are "workmen" within the definition of that Act, the services of an employee may be terminated by the Corporation with or without notice as follows:

- (1) Without previous notice on the expiry of the term of appointment.
- (2) Without previous notice if he is declared on medical evidence to be unfit for further service.
- (3) Without previous notice if he absents himself from duty without permission of the competent authority, or is guilty of insubordination, intemperance or other misconduct.
- (4) With a month's notice or a month's pay in lieu thereof in cases of temporary appointment lasting for less than a year, except in cases covered by clauses (1) to (3).
- (5) With three months' notice or three months' pay in lieu thereof in other cases not covered by clauses (1) to (4) above.

Provided that if in any case a shorter notice than the requisite period is given, the employee shall be entitled to payment of a sum equal to his pay for the period by which the notice actually given falls short of the requisite period.

Regulation 18—In no circumstances shall resignation of an employee whose conduct is under enquiry be accepted without the sanction of the authority competent to dismiss him. Subject to this the resignation of an employee.

including an employee on probation, shall ordinarily require three months' notice provided that a month's notice shall be adequate in the case of employees to whom the Industrial Disputes Act, 1947, and the Industrial Disputes (Amendment) Act, 1953 apply and in the case of temporary appointments for less than a year.

If an employee tenders resignation from a certain date, the competent authority may, at his discretion, accept his resignation from that date and require him to pay a sum not exceeding his pay for the remaining portion of the proper notice period or require him to continue in service until expiry of the notice period or, if he is a permanent employee, until suitable arrangement is made for his relief. The Corporation may waive such payment in exceptional cases. An employee shall not quit service until he is formally released from duty.

Regulation 19—Government servants employed by the Corporation shall be treated as on foreign service. Their leave and pension contribution shall be paid by the Corporation to the Government concerned. For disciplinary purposes where the Corporation consider that the punishment of removal or dismissal shall be imposed, the Corporation shall complete the enquiry and revert the officer concerned to the lending authority for such action as that authority may consider necessary. The Corporation shall consult the lending authority before imposing any lesser penalty (except suspension), and in the case of suspension shall report forthwith to the lending authority the circumstances leading to the imposition of that penalty. Subject to this and any other special terms which might be agreed upon between the Corporation and the Government concerned, they shall be governed by these regulations.

Regulation 20—A person who has not attained the age of 18 or whose age exceeds 55 shall not ordinarily be admitted into the service of the Corporation. Relaxation of this rule in any individual case will require the approval of the Corporation.

Regulation 21—No person shall ordinary be retained in the service of the Corporation beyond the age of 55. The service of an employee, who has completed the age of 55, may however, be extended by the Corporation, on public grounds which should be recorded in writing, by not more than one year at a time.

Regulation 22—Persons for appointment to Class I service may be examined by Chief Medical Officer of the Corporation for the first year of their employment. If any such officer is retained in employment for more than one year, he should be required to be examined by the Medical Board of the Government of West Bengal. Persons to be appointed to Classes II and III shall be examined by one of the Medical Officer of the status of Assistant Surgeon, Grade I, in the employ of the Corporation. Government servants on deputation need not produce such a certificate.

Regulation 23—Service records, leave accounts and annual confidential reports of all employees shall be maintained in such manner and in such form as may be prescribed by the Corporation.

III. PAY AND ALLOWANCES

Regulation 24—Except in a case in which it has been provided otherwise, an employee of the Corporation shall begin to draw pay and allowances attached to his/her post from the date he/she assumes the duties of that post and shall cease to draw them as soon as he/she ceases to discharge these duties.

Regulation 25—Initial pay will ordinarily be fixed at the minimum of the time-scale. Fixation of pay in excess of the minimum of the time-scale and the grant of premature increments shall require the sanction of the Corporation.

Regulation 26—Notwithstanding the provisions of Regulation 25, the initial pay of an employee holding a lien on a post under the Corporation will be regulated as follows:

- (i) When the appointment to the new post involves the assumption of duties or responsibilities of greater importance than those attaching to the post on which he holds a lien, he will draw as initial pay the stage of time scale next above his presumptive pay in respect of the old post.
- (ii) When appointment to the new post does not involve such assumption, he will draw as initial

pay the stage of time scale which is equal to his presumptive pay of the post on which lien is held, or, if there is no such stage, the stage next below that pay, plus personal pay equal to the difference to be absorbed in future increments, but if the minimum pay of the time scale of the new post is higher than his substantive pay, he will draw that minimum pay as initial pay.

Regulation 27—Increments in a time scale shall be earned by approved service for the prescribed period in that time scale. Service in another post and all authorised leave except leave without pay will count for increment in the time scale, applicable to the post to which the person concerned has a lien. An increment shall ordinarily be drawn as a matter of course unless it is withheld. An increment may be withheld by competent authority if the work done and conduct of a person are not considered satisfactory.

Regulation 28—When an increment is ordered to be withheld, the order shall state the period for which it is to be withheld and whether the postponement shall have the effect of postponing future increments also.

Regulation 29—Where an efficiency bar is prescribed in a time scale the first increment above the bar shall not be given to an employee without the specific sanction of the Corporation or such other officers as may be authorised by the Corporation in this behalf.

Regulation 30—Pay and fixed allowances shall be paid monthly in arrears, that is, the pay and allowances for a month shall be due for payment on the first working day of the next month and shall be paid during the first week of the month.

If, however, the first four days of a month are public holidays, the Corporation may authorise payment, on the last working day before the holidays, of monthly pay bills other than those of members of Class I service.

COMPENSATORY ALLOWANCE

Regulation 31—Subject to the general condition that the amount of a Compensatory Allowance should be so regulated that the allowance is not on the whole a source of profit to the recipient, the Corporation may grant such allowance to any of its employees.

IV. ACCOMMODATION AND FURNITURE

Regulation 32—The Corporation may provide residential accommodation and furniture to its employees as may be available for the purpose.

Regulation 33—The scale of accommodation and furniture will be such as is appropriate to the pay of the occupant.

Regulation 34—(1) The house rent recoverable shall be standard rent of the house or 10 per cent of the monthly emoluments of the allottee, whichever is less, plus Municipal and other taxes, if any, payable by the Corporation not being in the nature of house or property tax. In the case of employees provided with temporary accommodation at construction sites, or where tents, huts, sheds, dormitories and barracks etc. are provided, the rent to be recovered will be fixed by the Corporation from time to time.

(2) The standard rent of a residence shall be calculated as follows:

- (a) In the case of a residence leased by the Corporation, the standard rent shall be the sum paid to the lessor plus the cost of special repair and maintenance not recoverable from the lessor.
- (b) In the case of a residence owned by the Corporation, the standard rent shall be 6 per cent per annum of the capital cost of acquiring or constructing the residence. For the purpose of assessment of rent, the capital cost of a residence owned by the Corporation shall include the cost or value of sanitary, water supply and electric installations and fittings but shall not include the cost or value of the site (including expenditure on its preparation) unless otherwise directed by the Corporation.
- (c) In both cases, standard rent shall be expressed as standard for a calendar month and shall be equal to one-twelfth of the annual rent as calculated above.

(d) Notwithstanding anything contained in Clause (1) above the Corporation may:

- (1) at any time after the standard rents have been calculated under the provisions of sub-clauses (a), (b) and (c) above, group a number of residences, whether in a particular area or of a particular class or classes for the purpose of assessment of rent, subject to the following conditions being fulfilled:
 - (i) that the basis of assessment is uniform; and
 - (ii) that the amount taken from an employee shall not exceed 10 per cent of his emoluments;
- (2) by general or special order, provide for taking a rent in excess of 10 per cent of emoluments subject to the maximum standard rent from an employee:
 - (i) who is not required or permitted to reside on duty at the station at which the residence is supplied to him, or
 - (ii) who, at his own request, is supplied with accommodation which exceeds that which is appropriate to the status of the post held by him, or
 - (iii) who is in receipt of a compensatory allowance granted on account of dearness of living, or
 - (iv) who is permitted to sublet or who sublets without permission the residence supplied to him.
- (3) charge a penal rent up to double the standard rent from an allottee who contravenes any of the conditions of allotment of the residence supplied to him.

Note—For the purpose of this Regulation, the term “emoluments” means:

- (i) Pay;
- (ii) Compensatory Allowance other than travelling allowance;
- (iii) Pension, other than extraordinary pension or pension received from the Government of Burma or compensation received under the Workmen's Compensation Act, 1923, as amended;
- (iv) Subsistence grant in the case of an employee under suspension, provided that if such employee is subsequently allowed to draw pay for the period of suspension, the difference between the rent recovered on the basis of the subsistence grant and the rent due on the basis of the emoluments ultimately drawn shall be recovered from him;
- (v) Any other payment that may be considered by the Corporation to be a fixed addition to monthly pay and allowances of the employee.

Regulation 35—If a residence is supplied with furniture, rent shall be charged for on the following basis:

- (a) the rent shall be calculated for durable and non-durable articles separately;
- (b) the rent shall be expressed as a monthly rent and shall be one-twelfth of the amount annually required for the payment of:
 - (i) interest;
 - (ii) depreciation and repairs.

Regulation 36—An employee may be required to pay, in addition to the rent for accommodation and furniture, such charges for the supply of electricity and water as may be decided by the Corporation.

V. TRAVELLING ALLOWANCE

Regulation 37—Travelling Allowance should be so regulated that on the whole it does not become a source of profit to the recipient.

Regulation 38—In these regulations, unless there is anything repugnant in the subject or context:

- (i) *Day* means a calendar day beginning and ending at midnight but an absence from headquarters which does not exceed 24 hours shall be reckoned as one day.
- (ii) *Daily Allowance* means an allowance granted for each day of absence from headquarters on duty. It is intended to cover the ordinary extra charges incurred by an employee in consequence of his absence from headquarters.
- (iii) *Headquarters* means the normal place of duty of an employee or such other place as prescribed by the Corporation.
- (iv) *Mileage allowance* means an allowance calculated on the distances travelled. It is given to meet the cost of a particular journey.
- (v) *Public Conveyance* means a train, steamer or other conveyance which plies regularly for the conveyance of passengers.
- (vi) *Tour* means an absence on duty from headquarters either within or with proper sanction beyond the sphere of duty of an employee.
- (vii) *Transfer* means the change of headquarter of an employee.

Regulation 39—For the purpose of calculating Travelling Allowance employees are divided into four classes as follows:

- I. The first class includes all employees in receipt of actual pay exceeding Rs. 750 p.m.
- II. The second class includes all employees in receipt of actual pay exceeding Rs. 200 p.m. but not exceeding Rs. 750 p.m.
- III. The third class includes all employees in receipt of actual pay exceeding Rs. 60 p.m. but not exceeding Rs. 200 p.m.
- IV. The fourth class includes all employees in receipt of actual pay not exceeding Rs. 60 p.m.

The class of a re-employed pensioner shall be determined in accordance with the pay actually received from time to time if pension is held in abeyance during the period of re-employment. Where pension is drawn in addition to pay, the re-employed pensioner shall, for the purposes of this Regulation, be deemed to be in receipt of actual pay equivalent to his re-employed pay plus the pension subject to the condition that if the total of such pay plus pension exceeds the pay of the post if it is on a fixed rate of pay, or the maximum pay of the post if it is on a time scale of pay, such excess shall be ignored. The amount of pension to be taken into account shall be the amount originally sanctioned, i.e., before commutation if any, and shall also include the pensionary equivalent of death-cum-retirement gratuity, if any. Provided that the pension drawn by a re-employed pensioner from Burma or Pakistan shall not form part of actual pay for the purpose of this Regulation.

Regulation 40—The Corporation may, for reasons to be recorded, authorize an employee to travel by a class higher than the one to which he is entitled.

Regulation 41—An employee in transit from one post to another, ranks in the class to which the lower of the two posts would entitle him.

TRAVELLING ALLOWANCE ON TOUR

Regulation 42—Travelling allowance on tour should ordinary be drawn in the shape of Daily Allowance.

Regulation 43—Daily allowance of an employee shall be admissible at the rates prescribed below:

Class of employee	Scale of daily allowance		
	Ordinary localities	Special localities	
		Delhi, Simla and Madras	Bombay and Calcutta
<i>First</i> —			
(i) Pay exceeding Rs. 750 but not exceeding Rs. 1,000.	Rs. 7-8-0	Rs. 10 for the first Rs. 750 plus 0-8-0 per Rs. 250 or fraction thereof subject to a maximum of Rs. 12-8-0.	Rs. 12-8-0 for the first Rs. 750 plus 0-8-0 per Rs. 250 or fraction thereof subject to a maximum of Rs. 15.
(ii) Pay exceeding Rs. 1,000	7-8-0 for the first Rs. 1,000, Rs. 1-4-0 for every additional Rs. 500 or fraction thereof subject to a maximum of Rs. 12-8-0.	Do.	Do.
<i>Second</i>	Three annas for every Rs. 12-8-0 or fraction of Rs. 12-8-0 of pay subject to a maximum of Rs. 6.	Four annas for every Rs. 12-8-0 of pay or fraction thereof subject to a minimum of Rs. 4 and a maximum of Rs. 8.	Six annas for every Rs. 12-8-0 of pay or fraction thereof subject to a minimum of Rs. 6 and a maximum of Rs. 100
<i>Third</i>	Three annas for every Rs. 12-8-0 or fraction of Rs. 12-8-0 of pay subject to a minimum of Re. 1.	Four annas for every Rs. 12-8-0 of pay or fraction thereof subject to a minimum of Rs. 1-8-0.	Six annas for every Rs. 12-8-0 of pay or fraction thereof subject to a minimum of Rs. 2.
<i>Fourth</i>	One rupee	One rupee and four annas	One rupee and ten annas.

Note—If an employee while on tour is allowed free board and lodging at the expense of the Corporation or a State Government, he may draw only one-fourth of the daily allowance admissible to him at the station concerned. If only board or lodging is allowed free to such an employee, he may draw daily allowance at one-half of the admissible rate.

Regulation 44—Daily Allowance may not be drawn for any day on which an employee does not reach a point outside a radius of five miles from his headquarters or return to his headquarters from a similar point.

Regulation 45—Daily allowance may be drawn during a halt on tour or on holiday occurring during the tour but shall not be drawn during casual leave.

Regulation 46—(a) Daily Allowance may not be drawn for a continuous halt of more than 10 days at any one place; provided that the Corporation may grant general or individual exemptions from the operation of this Regulation on such conditions as it thinks fit, if it is satisfied

(a) that prolonged halts are necessary in the interest of the Corporation; and (b) that such halts necessitate the maintenance of camp equipage, or where no camp equipage is maintained, continue, after the first 10 days, to entail extra expense upon the halting employee.

(b) Subject to the condition that the total number of days in any half-year reckoned from the 1st April to 30th September and from 1st October to 31st March for which Daily Allowance is drawn does not exceed 90 days, the rates of daily allowance for each continuous halt on tour in excess of 10 days in any one place shall be as follows:

- (i) full rate for the first 10 days;
- (ii) three-fourth of the full rate for the next 20 days; and
- (iii) one-half of the full rate thereafter.

Note—A halt on tour shall be treated as continuous for purposes of (b) above unless interrupted by absence of duty for a period of not less than 7 nights.

Regulation 47—(a) Daily allowance may be exchanged for mileage allowance on any day on which an employee:

- (i) travels by a public conveyance, or
- (ii) travels more than 20 miles provided that if a continuous journey extends over more than one day the exchange must be made for all such days, not for a part only of them.

(b) When a journey by road is combined with a journey by public conveyance mileage allowance may be drawn on account of such journey by road subject to the condition that unless the journey by road exceeds, 20 miles, mileage allowance should be limited to daily allowance.

Regulation 48—As a partial exception to the above regulation in the case of halts on tour half the daily allowance may be drawn in addition to mileage allowance for journeys by rail or by road on the day of arrival at a place of halt and on the day of departure provided that

no daily allowance will be admissible in respect of a place of halt from which an employee departs on the same day on which he arrived at it. This concession is also admissible to employees who are entitled to daily allowance for halts on tour under Regulation 52.

Regulation 49—I. For journeys by road except in a public conveyance, mileage allowance shall be admissible at the following rates until revised:

Employees of the first class -/8/- per mile.

Employees of the second class -/6/- per mile.

Employees of the third class -/2/6 per mile.

Employees of the fourth class -/1/6 per mile.

Note 1—Travelling by road includes travelling by sea or river in a steam launch or in any vessel other than a steamer and also travelling by canal.

Note 2—When two or more employees travel in a conveyance belonging to one of them, the owner may draw travelling allowance as if he travelled alone and the other employee or employees may draw daily allowance or mileage allowance at the appropriate rates applicable to them, whichever is less.

II. For journeys by public conveyance mileage allowance shall be admissible as follows:

A. BY RAIL

(1) The Corporation employees, when travelling by rail, shall be entitled to accommodation as follows:

(a) *Ordinary accommodation*:

Employees of the First and Second class—First Class.

Employees of the Third Class—Second Class.

Employee of the Fourth Class—Third Class.

(b) *Air-conditioned accommodation*:

(i) Employees of the first class drawing pay of Rs. 1,600 and above who are not otherwise eligible to travel in air-conditioned accommodation at the expense of the Corporation may travel by air-conditioned accommodation but a recovery of 3 pies per mile will be made from them for such journeys.

(ii) Any other employee who wishes to travel by air-conditioned accommodation shall be required to pay himself the difference in fares between the air-conditioned accommodation and the accommodation by the class by which he is entitled to travel.

(2) The rate of mileage allowance for railway journeys on tour shall be a single fare of the class of accommodation to which an employee of the Corporation is entitled plus an allowance for incidental expenses calculated as follows:

(i) For an employee of the first class—12 pies per mile

(ii) For an employee of the second class—8 pies per mile

- (iii) For an employee of the third class—4 pies per mile.
- (iv) For an employee of the fourth class—Half the third class fare by passenger train.

(3) Return tickets at reduced rates shall always be purchased whenever there is the possibility of the return journey being performed within the period by which a return ticket is available. The mileage allowance for the forward and return journeys wherever such return tickets are purchased or could have been purchased, shall be the actual cost of the return ticket plus the usual allowance admissible for incidental expenses each way.

B. BY ROAD

The rates of road mileage admissible to a Corporation employee performing journeys by road, otherwise than on transfer, by taking a single seat in a taxi, motor omnibus or motor lorry plying for hire shall be as follows:

- (i) Employees of the first class—2½ annas per mile
- (ii) Employees of the second class—2 annas per mile
- (iii) Employees of the third class—1½ annas per mile
- (iv) Employees of the fourth class—1 anna per mile

Note—Wherever rail-cum-road services exist and are operated in conjunction with the Railway Authorities, journeys by road on duty or on transfer should be performed on rail-cum-road tickets issued by the railways or the authorities operating the road portion of the service and mileage allowance for the road portion of the journey should be calculated as for journeys by rail. The cost of transportation of personal effects on transfer will be regulated under Regulation 54 (c) for the road portion of the journey.

C. BY AIR

(1) An employee of the first class authorised by the Corporation to travel by air is entitled to a mileage allowance equal to one and one fifth of the standard air fare for journeys on tour in India. An employee in receipt of actual Pay of Rs. 2,250 p.m. and above, may travel by air at his discretion. An employee of a class lower than the first class authorised to travel by air on tour is entitled to one standard air fare for the journey plus one third of the mileage by railway in the case of a journey between stations connected by rail; 3/8ths of the mileage by steamer in the case of journey between stations connected by sea; and half the mileage by road in the case of journey between stations connected by road; to which he would have been entitled had he travelled by the surface route, or one fifth of the standard air fare, whichever is less.

Notes—

- (i) If available, return tickets at reduced rates should always be purchased when an officer expects to perform the return journey by air within the period during which a return ticket is available. The mileage allowance for the forward and the return journeys when such return tickets are available will, however, be the actual cost of the return ticket plus two-fifths of the standard air fare for a single journey between the two places.
- (ii) Standard air fare means the actual single journey air fare payable for the service by which the journey is performed.

(2) An employee who is not authorised to travel by air but who performs a journey by air on tour can draw only the mileage allowance to which he would have been entitled if he had travelled by rail, road or steamer or the mileage allowance as calculated under clause (1) above, whichever is less.

Regulation 50—Mileage allowance should be calculated by the shortest and cheapest practicable routes. Road mileage will not be admissible between places connected by railway. Any deviation from this rule will require the specific sanction of the Head of the Department.

Regulation 51—The Corporation may, by general or special order and on such conditions as it thinks fit to impose, permit any employee or class of employees to draw mileage allowance instead of daily allowance for the whole period of any absence from headquarters if it is considered that the nature of the employee's duty is such that daily allowance is not sufficient to cover his travelling expenses.

Regulation 52—No travelling allowance will be admissible for a journey performed by conveyance supplied by the Corporation. But daily allowance may be drawn if, such journey is followed by a night's halt or involves an

absence of 24 hours or more from the headquarters. Provided that if an employee (other than a transport driver and a cleaner) performs road journey beyond 5 miles' radius from his headquarters by means of a transport supplied by the Corporation and his absence from the headquarters exceeds 6 hours but does not exceed 24 hours, he will be entitled to draw half daily allowance subject to the condition that not more than 14 days' half daily allowance will be admissible for such journeys in a month. Provided further that in the case of an employee stationed at a township not set up by the Damodar Valley Corporation who is engaged directly, actively and continuously in construction work lying outside a radius of 5 miles from his headquarters and is in receipt of Construction Allowance, the journey for entitlement of half daily allowance subject to the conditions specified above must be beyond a limit of 10 miles from his headquarters or beyond the jurisdiction of the sub-division or division concerned, whichever is less. If the journey is performed partly in a conveyance supplied by the Corporation and partly otherwise, travelling allowance will be admissible only for the latter part of the journey.

FIXED TRAVELLING ALLOWANCE

Regulation 53—In the case of employees whose duties require them to travel extensively, a fixed allowance may be granted in lieu of all other forms of travelling allowance for journeys within their sphere of duty, subject to such conditions as the Corporation deems fit.

TRAVELLING ALLOWANCE ON TRANSFER

Regulation 54—For journeys on transfer in the interest of the Corporation, the following travelling allowance will be admissible:

Note—A transfer at the employee's own request shall not be treated as a transfer in the interest of the Corporation unless the authority sanctioning the transfer otherwise directs.

(a) For self

- (i) Journeys by rail—A single fare of the class in which an employee is entitled to accommodation plus four times the incidental expenses prescribed for journeys on tour in Regulation 49.
- (ii) Journeys by road—Twice the rate admissible for journey on tour under Regulation 49.

Note—If an employee avails of free transit by means of a conveyance supplied by the Corporation on transfer, one mileage should be deducted from the two mileages admissible under clause (a). The claim of the employee in respect of his family members and personal effects which are governed by clauses (b) and (c) respectively are not affected when the employee alone is allowed free transit, but the total baggage carried by him by the Damodar Valley Corporation transport and otherwise should not exceed the maundage admissible under clause (c).

If Damodar Valley Corporation transport is used for the conveyance of the members of family and personal effects of an employee, no extra fare or mileage under clauses (b) and (c) will be admissible.

(b) For members of the family who accompany the employee.

- (i) For journeys by rail—Actual fare of the class to which the employee himself is entitled, for each member of the family.
- (ii) For journeys by road—One mileage at the rate to which the employee himself is ordinarily entitled if two members of his family accompany him and twice that rate if more than two members accompany him. This is subject to the conditions mentioned in Regulation 50.

(c) For the transport of personal effects:

- (i) Actual cost of carriage of personal effects by goods train up to the following maxima:

Class of employee	If not possessing family		If possessing family	
	(Maunds)		(Maunds)	
First	40	60
Second	20	30
Third	12	15
Fourth	3	5

Note—If personal effects are carried by rail otherwise than by goods train, actual cost up to the limit of maximum maunds by goods train may be allowed.

- (ii) For journeys by road—mileage allowance at the rate of one anna per maund per mile.
- (iii) If the employee is travelling to join a post in which the possession of a conveyance is advantageous from the point of view of efficiency and the distance travelled exceeds 80 miles, actual cost of transporting a conveyance at owner's risk by rail, steamer or other craft, may be drawn on the following scale:

Class of employee and Scale allowed

First and Second—A motor car or a motor cycle.

Third—A motor cycle or an ordinary cycle.

Regulation 55—Claims for cost of transporting personal effects must be supported by a certificate that the actual expenses incurred were not less than the amount claimed.

Regulation 56—A member of an employee's family who follows him/her within six months from the date of his/her transfer or precedes him/her by not more than one month may be treated as accompanying him/her.

Regulation 57—If the family of an employee in consequence of his/her transfer travels to a station other than the new headquarters, travelling allowance for the journey of the family may be drawn subject to the condition that it does not exceed the travelling allowance that would have been admissible if the family had proceeded to the new headquarters station.

TRAVELLING ALLOWANCE FOR SHORT JOURNEYS AND JOURNEY ON FIRST APPOINTMENT

Regulation 58—An employee travelling on duty within five miles of his headquarters is entitled to recover the actual amount which he may have to spend in payment of fares for public conveyances or hire charges.

Regulation 59—Unless otherwise stated in any individual case, no travelling allowance is admissible for joining the first appointment.

VI. MEDICAL ATTENDANCE

Regulation 60—In these regulations unless there is anything repugnant in the subject or context:

- (a) "Authorised Medical Attendant" means a medical officer appointed by the Corporation or declared as such by the Corporation.
- (b) "Hospital" means a hospital or a dispensary maintained by the Government or the Corporation or a local authority i.e. a municipal committee or District Board, and any other hospital or dispensary which may be recognised by the Corporation for the purpose of treatment of its employees.
- (c) "Patient" means an employee and includes any member of his or her family, who has fallen ill.
- (d) "Medical Attendance" means—

(i) In respect of an employee the maximum of whose pay scale is more than Rs. 60 p.m., attendance at a hospital or at the consulting room of the authorised medical attendant or, in the case of illness which compels the patient to be confined to his residence, at the residence of the patient, including such pathological, radiological, bacteriological or other methods of examination for the purposes of diagnosis as are available in the nearest hospital or laboratory recognised by Government/Local Fund/Damodar Valley Corporation and are considered necessary by the authorised medical attendant, and such consultation with a specialist attached to a hospital so recognised or other Government medical officer as the authorised medical attendant certifies to be necessary, to such extent and in such manner as the specialist or other medical officer may, in consultation with the authorised medical attendant, determine;

(ii) In respect of any other employee, attendance at a hospital or at the consulting room of the authorised medical attendant, including such methods of examination for purposes of diagnosis as are available in the nearest hospital or laboratory recognised by Government/Local Fund/Damodar Valley Corporation and are considered necessary by the authorised medical attendant, and such consultation with a specialist attached to a hospital so recognised or other

Government medical officer as the authorised medical attendant certifies to be necessary, to such extent and in such manner as the specialist or other medical officer may, in consultation with the authorised medical attendant, determine.

- (e) "Medical treatment" means the use of all medical and surgical facilities available at the hospital in which an employee is treated or, in the case of treatment outside a hospital, as prescribed by the authorised medical attendant, and includes—
- the employment of such pathological, bacteriological, radiological or other methods as are considered necessary by the authorised medical attendant;
 - the supply of such medicines, vaccines, or other therapeutic substances as are ordinarily available in the hospital;
 - the supply of such medicines, vaccines, sera, or other therapeutic substances not ordinarily available in the hospital as the authorised medical attendant may certify in writing to be essential for the recovery or for the prevention of serious deterioration in the condition of the patient;
 - such accommodation as is ordinarily provided in the hospital and is suited to his status, accommodation in general or free wards in the hospital being regarded as suitable for an employee the maximum of whose pay scale is Rs. 60 or less;
 - such nursing as is ordinarily provided to patients by the hospital;
 - the specialist consultation described in clause (d)(i) and (ii).

Note 1—Treatment as an outdoor patient in a recognised hospital is 'hospital treatment' for the purpose of these Regulations.

Note 2—In the event of accommodation suited to the status of an employee being not available, the patient will be entitled to the next higher class available provided it is certified by the medical superintendent of the hospital that accommodation of the appropriate class was not available at the time of admission of the patient and that the admission of the patient in the hospital could not be delayed without danger to his health until accommodation of the appropriate class became available.

Note 3—If during treatment in a hospital special nursing becomes necessary, an employee or a member of his family will be entitled to such special nursing as may be deemed essential for the recovery or for the prevention of serious deterioration in the condition of the patient having regard to the nature of the disease. For this purpose, a certificate from the Medical Officer-in-charge of the case in the hospital, countersigned by the Medical Superintendent of the hospital, should be produced in the following form:

CERTIFICATE

I certify that..... employed in the has been under treatment for..... disease at the..... hospital and that the services of the special nurses for which an expenditure of Rs. was incurred vide bills and receipts attached, were essential for the recovery/prevention of serious deterioration in the condition of the patient.

Countersigned.

Signature of the Medical Officer-in-charge of the case at the Hospital.
Date.....

Medical Superintendent,
..... Hospital.

The amount to be re-imbursed in respect of such special nursing will be limited to the amount which is in excess of 25 per cent of the pay of the employee concerned for the period for which special nursing was necessary.

Note 4—Except in the case of an employee drawing pay less than Rs. 100 p.m. diet charges paid at hospitals are not refundable. Where the tariffs of a hospital indicate a flat inclusive charge

per day, 40 per cent thereof should be reckoned as charges for board and lodging and out of this 40 per cent, half should be considered as charges for diet and the other half for accommodation.

Note 5—Charges incurred by an employee for an ambulance used to convey a patient to a place of treatment or from one hospital to another for purposes of medical examinations etc. are refundable if the ambulance belongs to Government/Damodar Valley Corporation or a Local Fund or to the hospital to which the patient is admitted or to any Social Service Organisation, such as, the Red Cross Society, etc.

Note 6—Charges for transfusion of blood are also refundable provided that when the supply of blood is from a private chemist or a private donor, it is certified by the authorised medical attendant that the blood was not available from a Government Institution or other recognised organisation and that the price paid for the blood is reasonable.

Regulation 61—An employee will be entitled to medical attendance or treatment or both and reimbursement of the cost thereof subject to these Regulations.

Note 1—Payment on account of hospital and other charges should in the first instance be made by the employee concerned and refund claimed from the Corporation to the extent admissible under these Regulations.

Note 2—Reimbursement of consultation fees charged by specialists or other medical officers of the status of civil surgeon may be allowed subject to a maximum of Rs. 16 for the first consultation and Rs. 10 for each subsequent consultation for the same ailment.

Regulation 62—An employee the maximum of whose pay scale is more than Rs. 60 p.m. shall be entitled to receive treatment at his residence and to reimbursement towards the cost of such treatment a sum equivalent to the cost of such treatment as he would have received at the hospital if the authorised medical attendant is of the opinion and certifies that the employee cannot be given treatment in a hospital owing to the absence or remoteness of a hospital or to the severity of the illness or because no accommodation was available at a recognised hospital.

Note—In the case of treatment at residence by the Corporation medical officers, no charges for nursing will be reimbursed.

Regulation 63—Subject to these Regulations, an employee shall also be entitled to medical attendance or treatment or both, including confinement, and reimbursement of the cost thereof in respect of his family to the following extent:—

(a) In the case of the family of an employee, the maximum of whose pay scale is more than Rs. 60 p.m., medical attendance or treatment or both will be admissible at a hospital or, by arrangement with the authorised medical attendant, at a consulting room maintained by him. In serious cases, where the authorised medical attendant certifies in writing that removal of the patient to a hospital is dangerous or injurious to life, a member of the family will also be entitled to receive treatment at his residence, reimbursement of the cost of such treatment being governed by the provisions of Regulation 62.

Reimbursement of expenditure incurred on pre-Natal and post-Natal treatment of the wife of an employee or a female employee is admissible in the same way as treatment for any other disease provided that such treatment is taken at a hospital or at a consulting room of the authorised medical attendant.

(b) In the case of the family of other employees, medical attendance will be admissible in a hospital or at the consulting room of the authorised medical attendant but treatment, including pre-Natal and post-Natal treatment, and consultation with a specialist must be at a hospital only.

Regulation 64—Claims for treatment and medical attendance must be countersigned by the authorised medical attendant.

Regulation 65—An employee whose pay does not exceed Rs. 500 p.m. may be granted an advance to meet initial expenditure on medical attendance or treatment or both for himself and a member of his family subject to such terms and conditions as may be prescribed by the Corporation in the light of similar orders applicable to employees of the Central Government.

Regulation 66—If an employee, while on duty, falls sick at a place, where no medical facility is provided by the Corporation, medical treatment by a medical officer other than the authorised medical attendant will be allowed only in emergent cases and the reimbursement of cost of such treatment will be limited to the extent otherwise admissible under these Regulations.

Regulation 67—When an employee falls ill at his station of duty which is not the headquarters of the authorised medical attendant—

- (a) he shall be entitled to travelling allowance for the journey to and from the headquarters of the authorised medical attendant; or
- (b) if he is too ill to travel, travelling allowance may be granted to the authorised medical attendant for the journey to and from the place where the employee is stationed.

In either case, the application for travelling allowance must be supported by a certificate from the authorised medical attendant to the effect that medical attendance was necessary and, in the case of (b), that the patient was too ill to travel. The travelling allowance shall be calculated as for a journey on tour without any allowance for halts.

Regulation 68—(1) If the authorised medical attendant is of the opinion that the case of an employee or a member of his family is of such a serious or special nature as to require medical attendance by a person other than himself, he may with the approval of the Chief Medical Officer (which shall be obtained before hand unless the delay involved entails danger to the health of the patient)—

- (a) send the patient to the nearest specialist or other medical officer as provided in clause (d) of Regulation 60 for advice, or
- (b) if the patient is too ill to travel, summon such a specialist or other medical officer to attend upon the patient.

In either case, travelling allowance for the journeys shall be admitted as for a journey on tour without any allowance for halts, on production of a certificate from the authorised medical attendant to the effect that (i) medical attendance by the specialist or other medical officer was necessary or (ii) the patient was too ill to travel and it was necessary to summon the specialist or other medical officer, as the case falls under clause (a) or (b) above. Provided that a member of an employee's family shall be granted actual single railway fare of the class to which the employee himself is entitled or of any lower class by which the patient actually travels.

(2) If the authorised medical attendant considers that it is unsafe for the patient to travel unattended and that an attendant is necessary, such attendant, if a Corporation employee, shall be deemed to be travelling on duty and may draw travelling allowance for the out-ward and return journeys as for a journey on tour and, if not a Corporation employee, may draw actual expenses. The claim for travelling allowance must be supported by a certificate from the authorised medical attendant to the effect that an attendant was necessary for the safety of the patient.

Note—A patient should not be referred to a private specialist, practitioner or clinic nor should he be referred ordinarily to a specialist or medical officer outside the district. If in special cases the authorised medical attendant considers that consultation with a specialist outside the district is necessary due to non-availability of adequate facilities within the district, the matter should be referred to the Chief Medical Officer for advice whether the patient should be sent outside the district for specialist consultation and, if so, where and to whom. Except in extreme cases of emergency where consultation with a specialist within the State is considered by the Chief Medical Officer to involve loss of time and consequent deterioration in the condition of the patient, he should not be sent for specialist consultation outside the State.

Regulation 69—(i) Treatment at a mental hospital, (ii) purely dental treatment unless it is of a major kind, such as, treatment of a jaw bone disease, wholesale removal of teeth, surgical operations for removal of infected wisdom-tooth, etc. (iii) vaccinations, inoculations and injections for prophylactic and immunising purposes unless these are required for procuring a health certificate before undertaking an international travel on duty or on authorised leave at the expense of the Corporation, (iv) testing of eyesight for spectacles or provision of spectacles and (v) treatment for diseases which could be attributed to the intemperate conduct or habit of the patient shall not be regarded as coming within the purview of these Regulations.

Note—Treatment for mental diseases is admissible under these Regulations only to the extent it is available in Government or other recognised general hospitals.

Regulation 70—In cases not specifically provided for in these Regulations the benefits prescribed under the Medical Attendance Rules of the Government of India as applicable to their own employees and their families shall generally be made available as if they were Government servants under the Central Government.

VII. LEAVE, LEAVE SALARY AND JOINING TIME

Regulation 71—Leave and leave salary of permanent Government servants whose services have been lent to the Corporation shall be regulated by the rules of the Government concerned. Unless otherwise specifically provided in any contract, leave and leave salary of all other employees of the Corporation shall be governed by these Regulations.

Regulation 72—Leave cannot be claimed as of right and may, in the exigencies of service, be refused or revoked at any time by the authority competent to sanction the leave. Leave under these Regulations includes earned leave, half-pay leave, commuted leave, leave not due, extra-ordinary leave, special disability leave and maternity leave. Grant of leave of any other kind requires special sanction of the Corporation.

Regulation 73—**EARNED LEAVE**—(1) The earned leave admissible to an employee is—

- (a) to an employee in Class I and Class II—
 - (i) one twenty-second of the period spent on duty during the first year; and
 - (ii) one-eleventh of the period spent on duty thereafter.
- (b) to an employee in class III—
 - (i) one twenty-second of the period spent on duty during the first ten years of service;
 - (ii) one-sixteenth of the period on duty during the next ten years of service; and
 - (iii) one-eleventh of the period spent on duty thereafter.

Provided that an employee will cease to earn such leave when the earned leave due amounts to—

- (a) 180 days in the case of an employee in Class I and Class II; and
- (b) in the case of an employee in Class III—
 - (i) 60 days during the first ten years of service;
 - (ii) 90 days during the next ten years of service; and
 - (iii) 180 days thereafter.

(2) The maximum earned leave that may be granted at a time to an employee shall be 120 days provided that earned leave exceeding a period of 120 days but not exceeding 180 days may be granted to a member of Class I service if the entire leave so granted or any portion thereof is spent outside India, Burma, Ceylon, Daman, Diu, Goa, Nepal and Pakistan. Provided further that where earned leave exceeding a period of 120 days is granted, the period of such leave spent in India shall not in the aggregate exceed 120 days.

Note—In calculating earned leave, fractions below half should be ignored and those of half or more should be reckoned as one day.

Regulation 74—**HALF-PAY LEAVE**—The half-pay leave admissible to an employee is 20 days for each completed year of service. The half-pay leave due may be granted on medical certificate or on private affairs provided that no such leave shall be granted to a person who is not in permanent employ unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

Regulation 75—**COMMUTED LEAVE**—Commuted leave not exceeding half the amount of half-pay leave due may be granted on medical certificate subject to the following conditions:—

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) when commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due;
- (iii) the total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days.

Provided that no commuted leave may be granted under this regulation unless the authority competent to sanction leave has reason to believe that the officer will return to duty on its expiry.

Regulation 76—**LEAVE NOT DUE**—Leave not due upto 30 days at a time and 90 days during the entire service may be granted on medical certificate provided that in the case of an employee in permanent service such leave may be granted for a period of 360 days during his entire service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. The leave not due will be debited against the half-pay leave which the employee may earn subsequently.

Leave not due should be granted only if the authority sanctioning the leave is satisfied that there is a reasonable prospect of the employee returning to duty on the expiry of the leave and earning an equal amount of half-pay leave thereafter.

Regulation 77—**EXTRA-ORDINARY LEAVE**—Extra-ordinary leave without pay may be granted to an employee in special circumstances—

- (a) when no other leave is admissible, or
- (b) any other leave being admissible, the employee concerned applies in writing for the grant of extra-ordinary leave.

The duration of extra-ordinary leave on any one occasion shall not exceed—

- (a) 3 months, except in the case of a person in permanent employ, and
- (b) 18 months, in the case of an employee suffering from tuberculosis or leprosy provided that if he is a temporary employee, he has been in continuous service of the Corporation for a period exceeding one year.

Extra-ordinary leave shall not be debited against the leave account.

Regulation 78—**SPECIAL DISABILITY LEAVE**—(1) Subject to the conditions hereinafter specified the Corporation may grant special disability leave to an employee who is disabled by injury intentionally inflicted or caused in, or in consequence of, the due performance of his official duties or in consequence of his official position.

(2) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed, and the person disabled acted with due promptitude in bringing it to notice. But the Corporation if it is satisfied as to the cause of the disability, may permit leave to be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.

(3) The period of leave granted shall be such as is certified by a medical board to be necessary. It shall not be extended except on the certificate of a medical board, and shall in no case exceed 24 months.

(4) Such leave may be combined with leave of any other kind.

(5) Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date, but not more than 24 months of such leave shall be granted in consequence of any one disability.

(6) Such leave will not count as duty for earning leave. It shall not be debited against the leave account except half the period of earned leave granted under sub-clause (7) of this Regulation.

(7) Leave salary during such leave shall be equal to average pay for the first 120 days including any period of such leave granted under clause (5) of this Regulation. For the remaining period, leave salary shall be equal to half average pay or, at the employee's option, average pay for a period not exceeding the period of earned leave which would otherwise be admissible to him under Regulation 73.

(8) In the case of a person to whom the Workmen's Compensation Act, 1923 applies, the amount of leave salary payable under this Regulation shall be reduced by the amount of compensation payable under the said Act.

Regulation 79—The Corporation may extend the application of the provisions of Regulation 78 to an employee who is disabled by injury accidentally incurred in or in consequence of the due performance of his official duties or in consequence of his official position, or by illness incurred in the performance of any particular duty which

has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the civil post which he holds. The grant of this concession is subject to the further conditions:—

- (i) that the disability, if due to disease, must be certified by a medical board to be directly due to the performance of the particular duty; and
- (ii) that, if the employee has contracted such disability during service otherwise than with a military force, it must be, in the opinion of the Corporation, so exceptional in character, or in the circumstances of its occurrence as to justify such unusual treatment as the grant of this form of leave; and
- (iii) that the period of absence recommended by the medical board may be covered in part by leave under this Regulation and in part by other leave, and that the amount of special disability leave granted on average pay may be less than 120 days.

Regulation 80: Maternity Leave—Maternity leave on full pay in any period of three years may be granted to a female employee for a period which may extend up to the end of three months from the date of its commencement or to the end of six weeks from the date of confinement, whichever is earlier. Such leave shall not be debited to the leave account. Maternity leave may be combined with leave of any other kind, but any leave applied for in continuation of the former may be granted only if the request be supported by a medical certificate.

Note—Maternity leave under this Regulation may also be granted in cases of miscarriage including abortion subject to the conditions that the leave applied for does not exceed six weeks and the application for the leave is supported by a certificate from the authorised medical attendant.

Regulation 81: Leave salary—An employee on earned leave shall be entitled to leave salary equal to average monthly pay earned during the 12 complete months preceding the month in which the leave commences. While on leave on half pay or on leave not due, he shall be entitled to leave salary equal to half average pay subject in either case to a maximum of Rs. 750 p.m. An employee on commuted leave shall be entitled to leave salary equal to twice the amount admissible on half average pay. No leave salary is admissible during extraordinary leave.

Regulation 82—A leave account shall be maintained for each employee in such form as may be prescribed by the Corporation.

Regulation 83—Any kind of leave under these Regulations may be granted in combination with or in continuation of any other kind of leave.

Regulation 84—Leave at the credit of an employee shall lapse on the date of termination of his service in the Corporation by superannuation or otherwise. Provided that except in the case of resignation or termination of service by the Corporation as a disciplinary measure, earned leave due to an employee may be granted after the date of termination of his service for the period for which it was applied for as leave preparatory to retirement in sufficient time before that date and refused in writing in the interest of the service of the Corporation.

Provided further that the condition of prior application for leave and its refusal in writing may be waived in individual cases where service is terminated by the Corporation for unfitness of the employee for further service by reason of ill health, or for reduction of establishment, or for any other reason calling for immediate termination of service.

Regulation 85—All applications for leave on medical grounds should be supported by a medical certificate from a registered medical practitioner.

Regulation 86—No employee who has been granted leave on medical certificate may return to duty without producing a medical certificate of fitness to resume duty.

Regulation 87—Except in the case of sudden illness or an emergency an application for leave should be submitted to the sanctioning authority at least one month before the date from which leave is to take effect.

Regulation 88—An employee who remains absent without leave is entitled to no pay during such absence unless it is subsequently covered by duly sanctioned leave. Wilful absence without leave may entail removal from service.

Regulation 89—All leave due and admissible will be sanctioned by the Corporation in case of members of Class I service and by heads of offices in the case of others.

Leave of staff Class I should be sanctioned only after its admissibility has been certified by the Accounts Officer. In the case of other staff, the authority sanctioning the leave should satisfy himself by reference to the leave account that the leave is admissible.

Regulation 90—Leave may be combined with notified holidays provided that it does not involve officiating arrangements to be made for the period of such holidays.

Regulation 91—Leave salary of staff Class II and III will be drawn and disbursed by the head of the office who shall be responsible for any overpayment. The leave salary may either be remitted by money order at the expense of the employee himself or be paid to his agent on written authority duly signed by him. In the latter case, the payee should also furnish a formal stamped receipt and a life certificate signed by a responsible person. When payment is made by money order, the money order acknowledgement receipt should be carefully watched, which, when received, should be pasted in the Acquittance Roll as the actual payee's receipt.

Regulation 92—Members of Class I service shall draw their leave salary in the same way as they draw their duty pay by presenting bills either direct or through their local Bankers. If a member of Class I service does not appear in person at the place of payment, the leave salary bill must be supported by a life certificate.

Regulation 93—An employee while on leave preparatory to retirement shall not accept any employment elsewhere without obtaining the permission of the Corporation. The leave salary of an employee who is permitted to take up employment during such leave shall be limited to what would be admissible if he had been on leave on half average pay.

Regulation 94: Joining Time—An employee shall be entitled to joining time to enable him to join a new post to which he is appointed while on duty in another post under the Corporation or to join a new post on return from leave. Joining time admissible shall ordinarily be 6 days exclusive of Sundays for preparation plus the actual time taken for the journey by the shortest route. When the transfer does not involve any change of station only one day is admissible as joining time, a holiday counting as a day for this purpose.

An employee on joining time shall be regarded as on duty and shall be entitled to be paid—

- (a) when on transfer to a new post while on duty, the pay and allowances admissible in the old or the new post, whichever is less;
- (b) when returning from leave other than extraordinary leave, the leave salary which he last drew on leave.

If an employee takes leave while in transit from one post to another, the period after he hands over charge of his old post shall be included in his leave unless the leave is taken on medical certificate in which case the period may be treated as joining time.

If an employee is appointed to a new post while on earned leave, not exceeding 4 months, he shall be entitled to joining time calculating from his old station or from the place at which he received the order of appointment, whichever is less.

The Corporation may in special circumstances extend the joining time or grant a longer period of joining time than is admissible under this Regulation, in any case not exceeding 30 days (inclusive of Sundays and holidays), on such conditions as it may think fit.

VIII—CONDUCT AND DISCIPLINE

Regulation 95—(a) The appointing authority or any other authority empowered by the Corporation in this behalf may place an employee under suspension when an enquiry into his conduct is contemplated or is pending or when a complaint against him of any criminal offence is under investigation or trial. Provided that where the order of suspension is made by an authority lower than the appointing authority, such authority shall forthwith report to the appointing authority the circumstances in which the order was made. An employee who is detained in custody, whether on a criminal charge or otherwise, for a period longer than 48 hours shall be deemed to have been suspended by the appointing authority under this Regulation. An order of suspension may be revoked at any time by the authority making the order or by any authority to which it is subordinate.

(b) During suspension an employee shall be entitled to subsistence allowance at one-half the average monthly pay earned by him during the twelve complete months immediately preceding the month in which he was suspended and, if the period of suspension exceeds one year, at three-eighths of such average monthly pay for any period after one year. The subsistence allowance shall be subject to the maximum limit of leave salary on half average pay laid down in Regulation 81. In addition to the subsistence allowance, an employee under suspension may be granted any compensatory allowance of which he was in receipt on the date of suspension, to such extent and subject to such conditions as the suspending authority may direct. Provided that the amount of dearness allowance shall not exceed the amount admissible as such on the subsistence allowance paid from time to time.

(c) Leave may not be granted to an employee under suspension.

Regulation 96—The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee of the Corporation, namely,—

- (i) Censure;
- (ii) Withholding of increments or promotion;
- (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the Corporation by negligence or breach of order;
- (iv) Reduction to a lower class or post or to a lower time scale, or to a lower stage in a time scale;
- (v) Compulsory retirement of employees in permanent employ;
- (vi) Removal from the service of the Corporation, which shall not be a disqualification for future employment;
- (vii) Dismissal from the service of the Corporation, which shall ordinarily be a disqualification for future employment.

Note—Subject, in the case of persons employed in a factory, to the provision of Section 8 of the Payment of Wages Act, 1936, fine may be imposed on Staff Class III for petty acts of misdemeanour, negligence of duty or indiscipline.

Explanation—The following shall not amount to a penalty within the meaning of this Regulation—

- (i) withholding of increments of an employee for failure to pass a departmental examination in accordance with the rules or orders governing the Service or post or the terms of his appointment;
- (ii) stoppage of an employee at the efficiency bar in the time scale on the ground of his unfitness to cross the bar;
- (iii) non-promotion whether in a substantive or officiating capacity of an employee, after consideration of his case, to a Service, class or post for promotion to which he is eligible;
- (iv) reversion to a lower Service, class or post of an employee officiating in a higher Service, class or post on the ground that he is considered, after trial, to be unsuitable for such higher Service, class or post or on administrative grounds unconnected with his conduct;
- (v) reversion to his permanent Service, class or post of an employee appointed on probation to another Service, class or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing probation;
- (vi) replacement of the services of a Government servant whose services have been borrowed from the Central or a State Government at the disposal of the authority which had lent his services;
- (vii) compulsory retirement of a person in permanent employ in accordance with the provisions relating to his superannuation or retirement;
- (viii) termination of the services —
 - (a) of an employee appointed on probation, during or at the end of the period of probation, in accordance with the terms of his appointment or the rules and orders governing probation; or
 - (b) of a person appointed otherwise than under contract to hold a temporary appointment, on the expiration of the period for which he was appointed; or
 - (c) of a person employed under an agreement, in accordance with the terms of such agreement,

Regulation 97—(1) The Corporation may impose any of the penalties specified in Regulation 96 on any employee.

(2) Subject to such condition as it may think fit to impose, the Corporation may authorise any of its officers to impose any of the penalties specified in Regulation 96 on any employee.

Regulation 98—(1) No order imposing any of the penalties specified in clauses (i) to (iii) of Regulation 96 shall be passed except after—

- (a) the employee has been informed in writing of the proposal to take action against him and of the allegations on which action is proposed to be taken and has been given an opportunity of making any representation he may wish to make;
- (b) such representation, if any, has been taken into consideration by the authority competent to impose the penalty.

(2) No order imposing on a Corporation employee any of the penalties specified in clauses (iv) to (vii) of Regulation 96 shall be passed except after an enquiry, held as far as may be, in the manner hereinafter provided:

- (a) The Disciplinary Authority shall frame definite charges on the basis of the allegations on which the enquiry is proposed to be held. Such charges together with a statement of the allegations on which they are based, shall be communicated in writing to the employee, and he shall be required to submit, within such time as may be specified by the Disciplinary Authority a written statement of his defence and also to state whether he desires to be heard in person.

Explanation—“Disciplinary Authority” in relation to the imposition of a penalty on an employee, means the Authority competent under these Regulations to impose that penalty:

- (b) The employee shall, for the purpose of preparing his defence, be permitted to inspect and take extracts from such official records as he may specify, provided that such permission may be refused if, for reasons to be recorded in writing, in the opinion of the Disciplinary Authority such records are not relevant for the purpose or it is against the Corporation interest to allow him access thereto.

- (c) On receipt of the written statement of defence, or if no such statement is received within the time specified, the Disciplinary Authority may itself enquire into such of the charges as are not admitted, or if it considers it necessary so to do, appoint a Board of Enquiry or an Enquiring Officer for the purpose.

- (d) The Disciplinary Authority may nominate any person to present the case in support of the charges before the authority enquiring into the charges (hereinafter referred to as the Enquiring Authority). The employee may present his case with the assistance of any other employee approved by the Disciplinary Authority, but may not engage a legal practitioner for the purpose unless the persons nominated by the Disciplinary Authority as aforesaid is a legal practitioner or unless the Disciplinary Authority, having regard to the circumstances of the case, so permits.

- (e) The Enquiring Authority shall, in the course of the enquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to the charges. The employee shall be entitled to cross-examine witnesses examined in support of the charges and to give evidence in person. The person presenting the case in support of the charges shall be entitled to cross-examine the employee and the witnesses examined in his defence. If the Enquiring Authority declines to examine any witness on the ground that his evidence is not relevant or material, it shall record its reasons in writing.

- (f) At the conclusion of the Enquiry, the Enquiring Authority shall prepare a report of the Enquiry, recording its findings on each of the charges together with reasons therefor. If in the opinion of such authority the proceedings of the Enquiry establish charges different from those originally framed it may record findings on such charges. **Provided that findings on such charges shall not**

be recorded unless the employee has admitted the facts constituting them or has had an opportunity of defending himself against them.

(g) The record of the Enquiry shall include—

- (i) the charges framed against the employee and the statement of allegations furnished to him under clause (a) above;
 - (ii) his written statement of defence, if any;
 - (iii) the oral evidence taken in the course of the Enquiry;
 - (iv) the documentary evidence considered in the course of the enquiry;
 - (v) the orders, if any, made by the Disciplinary Authority and the Enquiring Authority in regard to the enquiry; and
 - (vi) a report setting out the findings on each charge and the reasons therefor.
- (h) The Disciplinary Authority shall, if it is not the Enquiring Authority, consider the record of the Enquiry and record its findings on each charge.
- (i) If the Disciplinary Authority, having regard to its findings on the charges, is of the opinion that any of the penalties specified in clauses (iv) to (vii) of Regulation 96 should be imposed, it shall—
- (a) furnish to the employee a copy of the report of the Enquiring Authority and, where the Disciplinary Authority is not the Enquiring Authority, a statement of its findings together with brief reasons for disagreement if any, with the findings of the Enquiring Authority; and
 - (b) give him a notice stating the action proposed to be taken in regard to him and calling upon him to submit within a specified time, such representation as he may wish to make against the proposed action.

Regulation 99—Notwithstanding anything contained in Regulation 98—

- (i) where a penalty is imposed on an employee on the ground of conduct which has led his conviction on a criminal charge; or
- (ii) where the Disciplinary Authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the procedure prescribed in the said Regulation; or
- (iii) where the Corporation is satisfied that in the interest of security, it is not expedient to follow such procedure.

The Disciplinary Authority may consider the circumstances of the case and pass such orders thereon as it deems fit.

Regulation 100—When an employee who has been dismissed, removed or suspended is reinstated, he shall be allowed the difference between the full pay with allowances and the subsistence grant if the authority competent to order reinstatement or to revoke the suspension order holds that the employee has been fully exonerated or, in the case of suspension, that it was wholly unjustified. In such a case the period of absence from duty shall be treated as a period spent on duty for all purposes. In other cases, the employee shall be given such proportion of such pay and allowances as the competent authority may direct.

Regulation 101—The pay and allowances of an employee who is removed or dismissed from service shall cease from the date of removal or dismissal.

Regulation 102—(1) An employee may appeal to the Corporation from an order passed by any subordinate authority imposing on him any of the penalties mentioned in Regulation 96.

(2) An appeal shall also lie against—

- (a) an order of suspension;
- (b) an order stopping an employee at the efficiency bar in a time-scale on the ground of his unfitness to cross the bar;
- (c) an order reverting to a lower service, class or post, an employee officiating in a higher service, class or post otherwise than as a penalty;

(d) an order determining the pay and allowances for the period of suspension to be paid to an employee on his reinstatement or determining whether or not such period shall be treated as a period on duty for any purpose.

Regulation 103—An appeal shall be preferred within one month of the date on which the appellant was informed of the order appealed against and shall contain all material statement and arguments relied on by the appellant, shall contain no disrespectful or improper language and shall be complete in itself. Every such appeal shall be submitted through the head of the office to which the appellant belongs or belonged and through the authority from whose order the appeal is preferred.

Regulation 104—In forwarding an appeal to the next higher authority the forwarding authority shall express a definite opinion.

Regulation 105—The appellate authority shall consider—

- (a) whether the facts on which the order was based have been established,
- (b) whether the facts established afford sufficient ground for taking action,
- (c) whether the penalty is excessive, adequate or inadequate,

and pass such order as appears to it just and equitable.

Regulation 106—An appeal may be withheld if—

- (a) it is not preferred within one month of the date on which the appellant was informed of the order appealed against;
- (b) it is a repetition of a previous appeal and no new facts or circumstances are adduced which afford ground for a reconsideration of the case;
- (c) it contains disrespectful or improper language or is not submitted through the proper channel.

Provided that in every case in which an appeal is withheld, the appellant shall be informed of the fact and the reasons for it.

Regulation 107—Notwithstanding anything contained in the foregoing provisions, the Corporation may, of its own motion or otherwise, call for the record of any case in which an order has been made by an authority subordinate to it in the exercise of any power, conferred to such authority by Regulation 97, and (a) confirm, modify or set aside the order; or (b) direct that a further enquiry be held in the case; or (c) reduce or enhance the penalty imposed by the order; or (d) make such other order in the case as it may deem fit.

Provided that an order enhancing the penalty shall not be passed unless the employee concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty.

IX—PROVIDENT FUND

Regulation 108—Every employee of the Corporation who is not a permanent pensionable Government servant shall be entitled to be admitted to the contributory provident fund of the Corporation provided that Corporation's contribution to the fund shall not be admissible to Government pensioners who are in receipt of retiring or superannuation pension and shall not be payable in the case of other employees until they have completed 2 years' continuous service under the Corporation. Detailed rules regulating the fund are in Appendix II.

Note I—Retired Government servants who, though not eligible for pension, had been holding posts carrying contributory provident fund benefits, will be treated in the same way as Government pensioners, if they had already attained the age of superannuation before retirement.

Note II—Pensioners from Burma and Pakistan will be treated as Government pensioners for the purpose of this regulation.

X—ADVANCES

Regulation 109—An amount which may be utilised each year for making the advances to the employees should be set apart and it should in no case be exceeded. Corporation may make advances to its employees for the following purposes.

INTEREST BEARING ADVANCES—ADVANCES FOR THE PURCHASE OF CONVEYANCES

In cases where it is considered necessary in the interest of the service of the Corporation, the Corporation may sanction an advance to a permanent employee for the purchase of a motor car or a motor cycle subject to the following conditions:

- (i) An advance should be of Rs. 10,000/- or five months' pay of the officer for the purchase of a motor car and in the case of a motor cycle the amount of advance should be Rs. 2,000/- or the anticipated price of the motor-cycle, whichever is less. If the actual price paid is less than the advance taken the balance must be forthwith refunded.
- (ii) Recovery will be made in 36 equal instalments or within the contract period, whichever is less, by deduction from monthly pay or leave salary bill commencing with the first issue of pay or leave salary after the advance is drawn. The employee at his/her option may refund the amount in lesser number of instalments. Simple interest at 4½ per cent or such other rate as may be decided by the Corporation from time to time calculated on balances outstanding on the last day of each month will be recovered in one or more instalments, each such instalment being not appreciably greater than the instalments by which the principal was recovered. The recovery of interest will commence from the month following that in which the repayment of the principal has been completed. In the event of an employee finally quitting the service of the Corporation, the balance of the advance together with interest thereon shall be recovered in one lump sum before he is released.
- (iii) Previous sanction of the Corporation is necessary to the sale of a motor car or a motor cycle purchased with the aid of an advance which with interest accrued has not been fully repaid.
- (iv) In all cases in which a car or a motor cycle is sold before the advance with interest has been fully repaid the sale proceeds must be applied so far as may be necessary towards the repayment of the outstanding balance.
- (v) The car or the motor cycle purchased must be finally paid for within one month from the date of drawing the advance failing which the amount of advance with interest due thereon for one month must be refunded immediately. This condition should be mentioned in the letter sanctioning the advance. No sanction should issue until the Accounts Officer has certified that funds are available in the year of payment of the advance, and a certificate from the sanctioning authority to the effect that the officer will continue in the employ of the Corporation till repayment of the advance plus the interest thereon should accompany the sanction.

Note—The Corporation may also sanction similar advances to their temporary employees subject to the conditions stated above and any other additional conditions which the Corporation may find necessary in order to ensure the security and recovery of the advance.

Regulation 110—At the time of drawing the advance the employee shall execute an agreement and, on completing the purchase, he shall further execute a mortgage bond hypothecating the car or the cycle to the Corporation as security for the advance. The agreement and the mortgage bond shall be executed in such form as may be prescribed by the Corporation. The cost price of the car or the cycle shall be entered in the schedule of specifications attached to the mortgage bond.

Regulation 111—When an advance is drawn, the sanctioning authority shall furnish to the Accounts Officer a certificate that the agreement required under Regulation 110 has been signed by the employee drawing the advance and that it has been examined and found to be in order. The sanctioning authority should see that the conveyance is purchased within one month from the date on which the advance is drawn and should submit every mortgage bond promptly to the Accounts Officer for examination before final record.

Regulation 112—The mortgage bond should be kept in the safe custody of the Secretary of the Corporation. When

the advance has been fully repaid, the bond should be returned duly cancelled, after obtaining a certificate from the Accounts Officer to the effect that the advance with interest has been completely repaid.

Regulation 113—

- (1) The car or cycle must be insured against full loss by fire, theft or accident.
- (2) On receipt of the certificate prescribed in Regulation 111, the Accounts Officer shall obtain from the employee drawing the advance, a letter in the prescribed form to the Motor Insurance Company with which the motor car or cycle is insured to notify to them the fact that the Corporation is interested in the insurance policy secured. He will himself forward the letter to the company and obtain their acknowledgement. In the case of insurances effected on annual basis, this process should be repeated every year until the advance has been fully repaid to the Corporation.
- (3) Contravention of these orders will render the employee liable to refund the whole of the amount advanced with interest accrued. The amount for which the conveyance is insured during any period should not be less than the outstanding balance of the advance with interest accrued at the beginning of that period and that the insurance should be renewed from time to time until the amount due is completely repaid.

Regulation 114—A Head of a Department may, if he is satisfied that the purchase would enable a permanent employee to discharge his duties more efficiently, sanction an advance to an employee drawing a pay not exceeding Rs. 300/- p.m. for the purchase of a bicycle subject to the following conditions and to such other terms and conditions as the Corporation may think fit to impose.

- (i) The total amount to be advanced should be Rs. 175/- or 4 months' pay, whichever is less. If the actual price paid is less than the advance taken, the balance should forthwith be refunded to the Corporation.
- (ii) No sanction should issue until the Accounts Officer has certified that funds are available in the year of payment of the advance and a certificate is furnished by the sanctioning authority to the effect that the employee is likely to continue in the service of the Corporation till repayment of the advance with interest thereon.
- (iii) Recovery will be made in 12 equal instalments by deduction from monthly pay or leave salary bill commencing with the first issue of pay or leave salary after the advance is drawn. Simple interest at 4½ per cent or such other rate as may be decided by the Corporation from time to time on balances outstanding on the last day of each month will be recovered after the principal is recovered. In the event of an employee finally quitting the services of the Corporation the balance of the advance together with interest thereon shall be recovered in one lump sum before he is released.
- (iv) An employee who takes an advance under this Regulation should within one month after drawing the advance furnish the Head of the Department with a certificate giving full particulars of the purchase and the cash receipt for the amount actually paid for.

- (v) A second or subsequent advance for the purchase of a cycle will not be given before the expiry of three years from the date the previous advance was taken, unless satisfactory evidence is produced by the employee concerned to the effect that the bicycle purchased with the help of the earlier advance has been lost or has become unserviceable. In the latter type of cases, the sanctioning authority should while communicating the sanction to audit include a certificate that they have satisfied themselves that the cycle already in possession of the employee has been lost or has become unserviceable, as the case may be.

Note—The Corporation may also sanction similar advances to their temporary employees subject to the conditions stated above and any other additional condition the Corporation may find necessary in order to ensure the security and recovery of the advances.

ADVANCES ON TRANSFER OR ON TOUR (NON-INTEREST BEARING)

Regulation 115—Advances of one month's pay and estimated travelling allowances may be sanctioned to an employee under order of transfer from one station to another. The advance of pay will be recovered in three instalments commencing from the pay or leave salary bill of the first month after the advance is drawn. Advance of travelling allowance will be recovered in one lump from the travelling allowance bill which should be submitted within a month from the date of taking over charge at the new station. If no travelling allowance bill is submitted within three months of the transfer, the advance will be recovered from pay at the rate of 1/3rd of pay.

Regulation 116—Advances for journeys on tour up to an amount sufficient to cover the actual travelling expenses may, where necessary, be granted to an employee when proceeding on tour provided that no such advance shall be granted to members of Class I Service except in the case of long and expensive tours. Such advance may be sanctioned by the Head of the office or by any other subordinate authority to whom the power may be delegated. The advance should be adjusted on completion of the tour and, except in special circumstances a second advance shall not be granted until the previous advance has been fully accounted for and adjusted.

SPECIAL ADVANCES

Regulation 117—For purposes not specified above special advances may be sanctioned by the Corporation in exceptional circumstances on the merit of each individual case subject to such terms and conditions as the Corporation may think fit to impose, provided that simple interest at the rate of 4½ per cent or such other rate as may be decided by the Corporation from time to time per annum shall be charged and the entire advance is recovered within a period of 18 months or the contract period of the employee whichever is less.

APPENDIX I

(Vide Regulation 2(10).)

List of Heads of Departments

1. Secretary.
2. Chief Engineer.
3. Chief Electrical Engineer.
4. Director of Personnel.
5. Director of Soil Conservation.
6. Director of Rehabilitation and Development.
7. Controller of Purchase and Stores.
8. Chief Information Officer.
9. Chief Accounts Officer. (when appointed).
10. Chief Medical Officer.
11. Commercial Engineer.

APPENDIX II

(Vide Regulation 108)

Contributory Provident Fund Rules (DVC).

1. These rules may be called the Contributory Provident Fund Rules (DVC).

2. (1) In these rules unless there is anything repugnant in the subject or context—

- (i) "Accounts Officer"—means the Chief Accounts Officer of the Corporation or till such time as the Chief Accounts Officer is appointed, the Senior Accounts Officer of the Corporation.
- (ii) "Emoluments"—means pay, leave salary or subsistence grant as defined in the Damodar Valley Corporation Service Regulations and includes dearness pay appropriate to pay, leave salary or subsistence grant.

Note—The inclusion of dearness pay shall in relation to persons who were in the service of the Corporation on the 27th March 1954, be deemed to have come into force on and from the 1st June 1953 and in respect of persons joining service thereafter from the date of their appointment.

- (iii) "Family" means (a) In the case of a male subscriber, the wife or wives and children of a subscriber and the widow or widows and children of a deceased son of the subscriber,

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased, under the customary law of the community to which she belongs, to be entitled to maintenance, she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently indicates by express notification in writing to the Accounts Officer that she shall continue to be so regarded.

- (b) In the case of a female subscriber, the husband and children of the subscriber, and the widow or widows and children of deceased son of the subscriber.

Provided that if a subscriber by notification in writing to the Accounts Officer express her desire to exclude her husband from her family, the husband shall be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently cancels formally in writing her notification excluding him.

Note 1—"Children" means legitimate children.

Note 2—An adopted child shall be considered to be a child when the Accounts Officer, or if any doubt arises in the mind of the Accounts Officer, the legal Adviser to the Corporation is satisfied that under the personal law of the subscriber adoption is legally recognised as conferring the status of a natural child, but in this case only.

- (iv) "The fund" means the Contributory Provident Fund (DVC); and
- (v) "Year" means a financial year.

(2) Any other expression used in these rules which is defined either in the Provident Funds Act (XIX of 1925), or in the Corporation Leave Rules is used in the sense therein.

Constitution and management of the fund.

3. The Fund shall be administered by the Corporation and shall be maintained in rupees.

4. (i) Unless otherwise specifically provided for in any individual case, these rules shall apply to every employee of the Corporation eligible to be admitted to the Contributory Provident Fund of the Corporation.

- (ii) Every employee of the Corporation to whom these rules apply shall be a subscriber to the Fund.

5. **Nomination**—(1) A subscriber shall, as soon as may be, after joining the Fund send to the Accounts Officer a nomination conferring on one or more persons the right to receive the amount that may stand to his/her credit in the Fund, in the event of his/her death before that amount has become payable, or having become payable has not been paid.

Provided that if, at the time of making the nomination the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of his/her family.

(2) If a subscriber nominates more than one person under sub-rule (1), he/she shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his/her credit in the Fund at any time.

(3) Every nomination shall be in such one of the forms set forth in the first schedule as is appropriate in the circumstances.

(4) A subscriber may at any time cancel a nomination by sending a notice in writing to the Accounts Officer.

Provided that the subscriber shall along with such notice send a fresh nomination made in accordance with the provisions of sub rules (1) to (3).

(5) A subscriber may provide in a nomination.

- (a) In respect of any specified nominee that in the event of his predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person as may be specified in the nomination.
- (b) that the nomination shall become invalid in the event of the happening of a contingency specified therein; provided that if at the time of making the nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family.

(6) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub rule (5) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of sub rule (5) or the proviso thereto, the subscriber shall send to the Accounts Officer a notice in writing cancelling the nomination together with a fresh nomination made in accordance with the provisions of this rule.

(7) Every nomination made, and every notice of cancellation given, by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Accounts Officer.

6. *Subscribers' Accounts*—An account shall be opened in the name of each subscriber, in which shall be credited—

- (i) the subscriber's subscriptions;
- (ii) contributions made under rule 10 by the Corporation.
- (iii) Interest, as provided by rule 11, on subscriptions, and
- (iv) interest, as provided by rule 11, on contributions

7. *Conditions and Rates of Subscriptions*—(1) Every subscriber shall subscribe monthly to the Fund when on duty.

(2) A subscriber may, at his/her option, not subscribe during leave.

(3) The subscriber, shall intimate his/her election not to subscribe during leave in the following manner:

- (a) If he/she is an officer who draws his/her own pay bills, by making no deduction on account of subscription in his/her first pay drawn after proceeding on leave.
- (b) if he/she is not an officer who draws his/her own pay bills, by written communication to the head of his/her office before he/she proceeds on leave.

Failure to make due and timely intimation shall be deemed to constitute an election to subscribe.

The option of a subscriber intimated under this sub-rule shall be final.

8. *Rate of subscription*—(1) The amount of subscription shall be fixed by the subscriber himself/herself subject to the following conditions:—

- (a) It shall be expressed in whole rupees;
- (b) It may be any sum, so expressed, not less than 6½ per cent of his/her emoluments i.e. one anna in the rupee and not more than 15½ per cent i.e. 2½ annas in the rupee.

(2) For the purposes of sub-rule (1) the emoluments of a subscriber shall be;

- (a) In the case of a subscriber who was in the service of the Corporation on the 31st March of the preceding year, the emoluments of which he/she was entitled on that date, provided as follows:—
 - (i) If the subscriber was on deputation out of India on the said date or was on leave on the said date and continues to be on leave and has elected to subscribe during such leave, his emoluments shall be the emoluments to which he would have been entitled had he been on duty in India;
 - (ii) If the subscriber was on leave on the said date and elected not to subscribe during such leave or was under suspension on the said date, his/her emoluments shall be the emoluments to which he/she was entitled on the first day after his/her return to duty.
 - (iii) If the subscriber joined the Fund for the first time on a day subsequent to the said date, his/her emoluments shall be the emoluments to which he/she was entitled on such subsequent date.
- (b) In the case of a subscriber who was not in the service of the Corporation on the 31st March of the preceding year, the emoluments to which he/she was entitled on the first day of his/her service or, if he/she joined the Fund for the first time on a date subsequent to the first day of his/her service, the emoluments to which he/she was entitled on such subsequent date.

Provided that if the emoluments of the subscriber are of a fluctuating nature, they shall be calculated in such manner as the Corporation may direct.

(3) The subscriber shall intimate the fixation of the amount of his/her monthly subscription in each year in the following manner:—

- (a) if he/she was on duty on the 31st March of the preceding year, by the deduction which he/she makes in this behalf from his/her pay bill for that month;
- (b) if he/she was on leave on the 31st March of the preceding year and elected not to subscribe during such leave, or was under suspension on that date, by the deduction which he/she makes in this behalf from his/her first pay bill after his/her return to duty;
- (c) if he/she has entered service of the Corporation for the first time during the year, by the deduction which he/she makes in this behalf, from his/her pay bill for the first month;
- (d) if he/she was on leave on the 31st March of the preceding year, and continues to be on leave and has elected to subscribe during such leave, by the deduction which he/she causes to be made in this behalf from his/her salary bill for that month;
- (e) if his emoluments are of the nature referred to in the proviso to sub-rule (2), in such manner as the Corporation may direct.

(4) The amount of subscription so fixed will remain unchanged throughout the year.

Provided that if a subscriber is on duty for a part of a month and on leave for the remainder of that month, and if he/she has elected not to subscribe during leave, the amount of the subscription payable shall be in whole rupees proportionate to the number of days spent on duty in the month.

9. *Realisation of Subscriptions*—Recovery of subscription and of the principal and interest of advance shall be made from the monthly pay or leave salary bill as the case may be. The recovery shall be supported by a schedule in the prescribed form given in the second schedule.

10. *Contribution by the Corporation*—(1) The Corporation shall, with effect from the 31st March of each year, make a contribution to the account of each subscriber other than a subscriber who is a Govt. pensioner in receipt of a retiring or a superannuation pension. Provided that no such contribution shall be payable to a subscriber unless he has completed not less than two years continuous service under the Corporation. Provided further that if a subscriber quits the service or dies during a year, contribution shall be credited to his or her account for the period between the close of the preceding year and the date of the casualty.

Explanation—For the purpose of clause (1) of this rule the expression "Government Pensioner" includes:—

- (a) Any pensioner from Burma and Pakistan;
- (b) A retired Government servant who though not in receipt of a pension, retired after attaining the age of superannuation and held posts carrying contributory provident fund benefits before such retirement.

(2) The contribution shall be 6½ per cent of the subscriber's emoluments drawn on duty during the year or period, as the case may be.

(3) Should a subscriber elect to subscribe during leave, his/her leave salary shall, for the purposes of this rule, be deemed to be emoluments drawn on duty.

(4) The amount of contribution payable shall be rounded to the nearest whole rupee (eight annas counting as the next higher rupee).

11. *Interest*—(1) The Corporation shall pay to the credit of the account of a subscriber interest at such rate as may be prescribed by the Corporation from time to time.

(2) Interest shall be credited with effect from the 31st March of each year in the following manner:—

- (i) on the amount at the credit of a subscriber on the 31st March of the preceding year, less any sums withdrawn during the current year—interest for twelve months;

- (ii) on sums withdrawn during the current year— interest from the 1st April of the current year upto the last day of the month preceding the month of withdrawal;
- (iii) on all sums credited to the subscriber's account after the 31st March of the preceding year—interest from the date of deposit upto the 31st March of the current year;
- (iv) the total amount of interest shall be rounded to the nearest whole rupee (eight annas counting as the next higher rupee).

Provided that when the amount standing at the credit of a subscriber has become payable, interest shall thereupon be credited under this rule in respect only of the period from the beginning of the current year or from the date of deposit, as the case may be, up to the date on which the amount standing at the credit of the subscriber becomes payable.

(3). For the purposes of this rule, the date of deposit shall, in the case of recoveries from emoluments be deemed to be the first day of the month in which they are recovered;

(4). In addition to any amount to be paid under rule 20, interest thereon up to the end of the month preceding that in which payment is made, or up to the end of the sixth month after the month in which such amount became payable, whichever of these periods be less, shall be payable to the person to whom such amount is to be paid.

Provided that no interest shall be paid in respect of any period after the date which the Accounts Officer has intimated to that person (or his/her agent) as the date on which he is prepared to make payment in cash, or if he pays up by cheque, after the date on which the cheque in that person's favour is put in the post.

12. *Advance from the Fund*—A temporary advance may be granted to a subscriber for the amount standing to his/her credit in the Fund at the discretion of the Head of the department and in the case of Heads of Departments by the Corporation subject to the condition that no advance shall be granted, unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it and that the amount advanced will be expended on object or objects for which it is given.

13. The following are deemed to be good and sufficient reasons for the grant of advances:—

- (i) to pay expenses incurred in connection with the prolonged illness of the subscriber or any person actually dependent on him/her,
- (ii) to meet the cost of overseas passage for reasons of health or education of the subscriber or any person actually dependant on him/her.
- (iii) to meet the cost of education of the subscriber himself/herself or any person actually dependant on him/her provided that if the education is in India it shall be for medical, engineering or other technical or specialised course and that the course of study is not less than 3 years.
- (iv) to pay obligatory expenses on a scale appropriate to the subscriber's status which, by customary usage, the subscriber has to incur in connection with marriage, funeral or other ceremony.
- (v) to pay life insurance premia and
- (vi) to purchase house or house-site for construction of a house.

Note 1—Advances are not rigidly confined to the objects mentioned above but may be sanctioned by the Corporation in special cases for other reasons no less cogent.

Note 2—Advances under clause (vi) of this rule will be permitted in case of only such subscribers as have either rendered not less than 25 years' service or have less than 5 years to attain the age of superannuation, whichever is earlier.

14 (a) An advance shall not, except for special reasons, exceed three months pay, and shall in no cases exceed the amount of subscriptions and interest thereon standing to the credit of the subscriber in the Fund.

(b) An advance shall not, except for special reasons, be granted until at least twelve months after the final repayment of all previous advances together with interest thereon.

(c) The sanctioning authority shall record in writing its reasons for granting the advance.

Provided that if the reason is of a confidential nature it may be communicated to the Accounts Officer personally and/or confidentially.

15. (1) An advance shall be recovered from the subscriber in such number of equal monthly instalments as the sanctioning authority may direct, but such number shall not be less than twelve unless the subscriber so elects, or in any case more than twenty four. A subscriber may, at his/her option make repayment in a smaller number of instalments than that prescribed. Each instalment shall be a number of whole rupee, the amount of the advance applied for being raised or reduced, if necessary, to admit of the fixation of such instalments.

(2) Recovery shall be made in the manner provided in rule 9 and shall commence on the first occasion after the advance is made on which the subscriber draws emoluments, other than leave salary or subsistence grant, for a full month. Recovery shall not be made except with the subscriber's consent, while he/she is on leave or in receipt of subsistence grant, and may be postponed by the sanctioning authority during the recovery of an advance of pay granted to the subscriber.

(3) If more than one advance has been made to a subscriber, each advance shall be treated separately for the purpose of recovery.

(4) (a) After the principal of the advance has been fully repaid, interest shall be paid thereon at the rate of one-fifth per cent of the principal for each month or broken portion of a month during the period between the drawal and complete repayment of the principal.

(b) Interest shall ordinarily be recovered in one instalment in the month after complete repayment of the principal but if the period referred to in clause (a) exceeds twenty months, interest may, if the subscriber so desires, be recovered in two equal monthly instalments. The method of recovery shall be that provided in sub-rule (2). Payments shall be rounded to the nearest rupee in the manner provided in sub-rule (4) of rule 10.

(5) If an advance has been granted to a subscriber and drawn by him/her and the advance is subsequently disallowed before repayment is completed, the whole or balance of the amount withdrawn, shall with interest at the rate provided in rule 11, forthwith be repaid by the subscriber to the Fund, or in default, be ordered by the Accounts Officer to be recovered by deduction from the emoluments of the subscriber by instalments or otherwise, as may be directed by the authority competent to sanction an advance.

(6) Recoveries made under this rule shall be credited as they are made, to the account of the subscriber in the Fund.

16. Notwithstanding anything contained in these rules, if the sanctioning authority is satisfied that money drawn as an advance from the Fund under Rule 12, has been utilised for a purpose other than that for which sanction was given, the amount in question, shall, with interest at the rate provided in Rule 11, forthwith be repaid by the subscriber to the Fund or in default, be ordered to be recovered by deduction in one lump sum or in suitable instalments as may be directed by the sanctioning authority from the emoluments of the subscriber, even if he/she be on leave.

Note—The term 'emoluments' as used in this rule does not include subsistence grant.

17. *Circumstances in which accumulations are payable*—When a subscriber quits the service, or is on leave preparatory to quitting the service, the amount standing to his/her credit in the Fund shall, subject to any deduction under rule 19, become payable to him/her.

18. Subject to any deduction under Rule 19, on the death of a subscriber before the amount standing to his/her credit has become payable, or where the amount has become payable, before payment has been made.

(i) when the subscriber leaves a family:

(a) If a nomination made by the subscriber in accordance with the provisions of Rule 5 in favour of a member or members of his/her family subsists, the amount standing to his/her credit in the Fund or the part thereof to

which the nomination relates, shall become payable to his/her nominee or nominees in the proportion specified in the nomination.

- (b) If no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his/her credit in the Fund, the whole amount or the part thereof to which the nomination does not relate as the case may be shall notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his/her family become payable to the member of his/her family in equal shares.

Provided that no share shall be payable to:—

- (1) sons who have attained legal majority;
- (2) sons of a deceased son who have attained legal majority;
- (3) married daughters whose husbands are alive;
- (4) married daughters of a deceased son whose husbands are alive. If there is any member of the family other than those specified in clauses (1), (2), (3) and (4).

Provided also that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provisions of clause (1) of the first proviso.

Note—Any sum payable under these rules to a member of the family of a subscriber vests in such member under sub-section (2) of Section 3 of the Provident Funds Act, 1925.

- (ii) When the subscriber leaves no family, if a nomination made by him/her in accordance with the provisions of rule 5 in favour of any person or persons subsists, the amount standing to his/her credit in the fund or the part thereof to which the nomination relates, shall become payable to his/her nominee or nominees in the proportion specified in the nomination.

Note 1—When a nominee is a dependent of the subscriber as defined in clause (c) of section 2 of the Provident Funds Act, 1925 the amount vests in such nominee under sub-section (2) of section 3 of that Act.

Note 2—When a subscriber leaves no family and no nomination made by him/her in accordance with the provisions of rule 5 subsists or if such nomination relates only to part of the amount standing to his/her credit in the Fund, the relevant provisions of clause (b) and of sub-clause (ii) of clause (c) of sub-section (1) of section 4 of the Provident Funds Act, 1925 are applicable to the whole amount or the part thereof to which the nomination does not relate.

19. Deductions—Subject to the condition that no deduction may be made which reduces the credit by more than the amount of any contribution by the Corporation with interest thereon credited under rules 10 and 11 before the amount standing to the credit of a subscriber in the fund is paid out of the Fund, the Corporation may direct the deduction therefrom and payment to the Corporation of—

- (a) any amount, if a subscriber has been dismissed from the service for grave misconduct: Provided that, if the order of dismissal is subsequently cancelled, the amount so deducted shall, on his/her reinstatement in the service be replaced at his/her credit in the Fund;
- (b) any amount, if a subscriber in permanent service resigns his employment under the Corporation within 5 years of the commencement of such permanent service, otherwise than by reason of superannuation or a declaration by competent medical authority that he is unfit for further service.

(c) any amount due under a liability incurred by the subscriber to the Corporation.

20. Payment—When the amount standing to the credit of a subscriber in the Fund, or the balance thereof after any deduction under rule 19, becomes payable, it shall be duty of the Accounts Officer, after satisfying himself when no such deduction has been directed under that rule, that no deduction is to be made, to make payment as provided in Section 4 of the Provident Funds Act, 1925.

Note—When the amount standing the credit of a subscriber has become payable under Rule 17 or 18 the Accounts Officer shall authorise prompt payment of that portion of the amount standing to the credit of a subscriber in regard to which there is no dispute or doubt, the balance being adjusted as soon after as may be.

21. Procedure—All sums paid into the Fund under these rules shall be credited in the books of Corporation to an account named 'The Contributory Provident Fund Account'.

22. When paying subscription or instalments of advance taken the subscriber shall quote the number of his/her account in the Fund, which shall be communicated to him/her by the Accounts Officer. Any change in the number shall similarly be communicated to the subscriber by the Accounts Officer.

23. Separate accounts shall be kept for each subscriber showing the amount of his/her own subscription and Corporation contribution with interest on each.

24. Net monthly subscriptions realised from the members, together with the Corporation's contribution and interest allowed on both, will as far as possible, be invested in Government National Savings Certificate and/or other similar profitable investments as may be approved by the Central Government.

Interest accrued from such investments will go to the Corporation Fund whereas Corporation will pay to the credit of the Fund interest at the rate prescribed by the Corporation from time to time.

25. As soon as possible after the 31st March of each year, the Accounts Officer shall send to each subscriber a statement of his/her account in the Fund, showing the opening balance as on the 1st April of the year, the total amount credited or debited during the year, the total amount of interest credited as on the 31st March of the year and the closing balance on that date. The Accounts Officer shall attach to the statement of account an enquiry whether the subscriber—

- (a) desires to make any alteration in any nomination made under rule 5;
- (b) has acquired a family in cases where the subscriber has made no nomination in favour of a member of his/her family under the proviso to sub-rule (1) of rule 5.

26. Subscribers should satisfy themselves as to the correctness of the annual statement and errors should be brought to the notice of the Accounts Officer within six months from the date of receipt of the statement.

27. The Accounts Officer shall, if required by a subscriber, once, but not more than once, in a year, inform the subscriber of the total amount standing to his/her credit in the Fund at the end of the last month for which his/her account has been written up.

FIRST SCHEDULE [See Rule 5(3)]

Forms of Nomination

I. When the subscriber has a family and wishes to nominate one member thereof.

I hereby nominate the person mentioned below, who is a member of my family as defined in rule 2 of the Contributory Provident Fund Rules (DVC), to receive the amount that may stand to my credit in the Fund in the event of my death before that amount has become payable, or having become payable, has not been paid.

Name and address of nominee	Relationship with subscriber	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his/her pre-deceasing the subscriber
1	2	3	4	5

Dated this day of 19

Signature of Subscriber.

Two witnesses to signature

1.....

2.....

II. When the subscriber has a family and wishes to nominate more than one member thereof.

I, hereby nominate the persons mentioned below, who are members of my family as defined in Rule 2 of the Contributory Provident Fund Rules (DVC) to receive the amount that may stand to my credit in the fund, in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount shall be distributed amongst the said persons in the manner shown below against their names:—

Name and address of nominees	Relationship with Subscriber	Age	*Amount or share of accumulations to be paid to each	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his/her pre-deceasing the subscriber
1	2	3	4	5	6

Dated this day of 19
at Signature of Subscriber

Two witnesses to signature.

1.....
2.....

*Note—This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

III. When the subscriber has no family and wishes to nominate one person.

I, having no family as defined in rule 2 of the Contributory Provident Fund Rules (DVC) hereby nominate the person mentioned below to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid.

Name and address of nominee	Relationship with Subscriber	Age	*Contingencies on the happenings of which the nomination shall become invalid.	Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his/her pre-deceasing the subscriber.
1	2	3	4	5

Dated this day of 19
at Signature of Subscriber

Two witnesses to signature

1.....
2.....

*Note—Where a subscriber who has no family makes a nomination, he/she shall specify in this column that the nomination shall become invalid in the event of his/her subsequently acquiring a family.

IV. When the subscriber has no family and wishes to nominate more than one person.

I, having no family as defined in Rule 2 of the Contributory Provident Fund Rules (DVC) hereby nominate the persons mentioned below to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names:—

Name and address of Nominees	Relationship with Subscriber	Age	*Amount or share of accumulations to be paid to each	**Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his/her pre-deceasing the subscriber.
1	2	3	4	5	6

Dated this day of 19
at Signature of Subscriber

Two witnesses to signature

1.....
2.....

*Note—This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

**Note—Where a subscriber who has no family makes a nomination, he/she shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

SECOND SCHEDULE (SEE RULE 9)

Schedule of Contributory Provident Fund Deductions

OFFICE OF THE Schedule of Contributory Provident Fund deduction for 19 .

A/c No.	Name	Pay	Rate of subscription	Amount realised	Refund of withdrawal	Amount withdrawn	Remarks
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

By order,
P. C. ACHARJI
Deputy Secretary

INDUSTRIAL FINANCE CORPORATION OF INDIA**NOTIFICATION***New Delhi, the 30th January 1957*

No. 3/57--On return from leave, Shri C. D. Khanna resumed charge of the office of the Manager, Industrial Finance Corporation of India, Calcutta, with effect from the 21st January 1957, forenoon.

DALIP SINGH
Secretary

LOST

The Government Promissory Note No. BY.059861 of the 3 per cent loan of 1970-75 for Rs. 500 originally standing in the name of the Reserve Bank of India and last endorsed to Ratanbai Ratansi Hemraj the proprietress, by whom it was never endorsed to any other person, having been lost, notice is hereby given that the payment of the above note and the interest thereupon has been stopped at the Public Debt Office, Reserve Bank of India, Bombay and that application is about to be made for the issue of duplicate in favour of the proprietress. The public are cautioned against purchasing or dealing with the abovementioned security.

Smt. Ratanbai Ratanshi Hemraj
404 A, IV Fl., Wagh Wadi,
Kalbadevi Road, Bombay 2.

THROUGH ME

Trikamdas Gokaldas Gandhi,
B.A., LL.B., Advocate, High Court,
102, Vithalwadi, Bombay 2.

LOST

The Government Promissory Note No. Ms. 040372 of the 3½ per cent National Plan Loan, 1964 for Rs. 500 originally standing in the name of Panchayat Board, Sennampatti, the proprietor by whom it was never endorsed, to any other person having been lost, notice is hereby given that the payment of the above Note and the interest thereupon has been stopped at the Public Debt Office, Reserve Bank of India, Madras and that application is about to be made for the issue of duplicate in favour of the proprietor. The public are cautioned against purchasing or otherwise dealing with the above-mentioned security.

Name of the advertiser—PRESIDENT.

Residence—Panchayat Board, Sennampatti.

LOST

The Government Promissory Note No. MS073134 of the 3 per cent Loan of 1954-55 for Rs. 1,000 originally standing in the name of Imperial Bank of India and last endorsed to Anna Virupakshappa, the proprietor by whom it was never endorsed to any other person, having been lost, notice is hereby given that the payment of the above note and the interest thereupon has been stopped at the Public Debt Office, Reserve Bank of India, Madras and that application is about to be made for payment of the discharge value to (1) Anna Sankaramma and (2) Veeranna (minor) represented by guardian Anna Sankaramma, succession certificate holders to the estate of Anna Virupakshappa (deceased). The public are cautioned against purchasing or otherwise dealing with the abovementioned security.

Name of the advertiser—Anna Sankaramma.

Residence—Moka Village, Bellary District.

CHANGE OF NAME

S. EZEKIEL HILLEL, Khalasi, No. 129, Poona Central Railway, will in future be known by name SANKAR MOSES HILLEL.

CHANGE OF NAME

Shri B. M. Karhallu, Assistant Rates Inspector, Gwalior Central Railway, wishes to be known as B. M. Kaul Karhallu.

CHANGE OF NAME

I had changed my name from 'SUDARSHAN MALHOTRA' to 'SUDARSHAN ANAND' under authority of Army Headquarters letter No. 3067/DMS 1 (a), dated 15 Mar 54.

CHANGE OF NAME

I herewith inform that I have changed my name from E. M. Peter to Karam Vir S/o Sher Singh, Fireman, Loco Shed, Bhatinda. All to please note.

CHANGE OF NAME

I, David Pakim, Machineman, T. No. 2734, Wheel Shop, Parcel, desire to be known in future by the name of "PAKKIYANATHAN DAVID NADAR" for all purposes.

CHANGE OF NAME

Miss P. KAUR

Name changed to

Mrs. SANTOKH SINGH with effect from 6th March 1956.

CHANGE OF NAME

Shri ANNA LAXMAN GADGE, A.S.M. Central Railway, Khamgaon, Bhusawal Division, will in future be known by name VISHNU LAXMAN GADGE.

CHANGE OF NAME

I, SIRI RAM AJIZ, Asstt. (C.S.S. Gr. IV) S/o L. Wasanda Ram of Kalkaji, New Delhi, have changed my name to SIRI RAM GOOMER.

CHANGE OF NAME

This is to notify that Mrs. M. G. Boyle of the Indian Telephone, having been remarried, will now be known and addressed as Mrs. M. G. D'Rozario.

CHANGE OF NAME

Shri PURUSHOTTAM KRISHNA DHABADGAONKAR, Asstt. Station Master, Khandala, Central Railway, Bombay, will in future be known by name PURUSHOTTAM KRISHNA DEO.

CHANGE OF NAME

I, PIARA LAL, Caste Harijan, resident of village, Ram Pur, P. S. Mahilpur, Distt. Hoshiarpur (Punjab) has changed my name as PIARA SINGH instead of my previous name. I am, at present, serving as a Foot Constable (No. 800-DAP) in the Delhi Armed Police. Every body is informed by this advertisement that I will remain liable for all transactions of my previous name after the above change in my name.

CHANGE OF NAME

"By reason of Shri Kunchu Ittar, being Hindu by caste of Trichur District, and as the name make to misunderstand as to be a Christian, it is hereby notified that Shri Kunchu Ittar, will in future be known by the name of Shri Kunchu Krishnan (K. Krishnan) and his name will be so registered in the books of the Indian Union".

NOTICE

In the matter of Companies Act, 1956 and that of Grover (Sales) Private Ltd., Delhi

Notice is hereby given under Section 516 of the Companies Act, 1956, that I, B. Bhushan, B.Com., A.C.A., Chartered Accountant and of M/s. D. Bhatia & Co., Chartered Accountants, New Delhi has been appointed Liquidator of Grover (Sales) Private Ltd., Delhi by special resolution passed by the company in its general meeting held on 7th January 1957.

New Delhi, 4th Feb. 1957.

B. BHUSHAN

NOTICE

In the court of the Munsif 2nd Sitamarhi
Money suit No. 9 of 1955

Lakshmi Narain Murarka—Plaintiff

Versus

Union of India and others—Defendants

To

1. Union of India.

2. Northern Railway administration having its head office at Delhi through its general manager.

Whereas the above named plaintiff have brought afore-said Money suit for realisation of Rs. 807 principal and interest due on account of non-delivery of one bale of cloth and whereas 21st February 1957 has been fixed for disposal

of the suit you are hereby directed to appear in court either personally or through a duly authorised pleader who answer the claim.

Take notice that on default of your appearance on the aforesaid date the suit will be heard and decided *ex parte* against you.

Given under my hand and the seal of this court the 22nd day of January 1957.

H. P. CHAUDHRY

Munsif

NOTICE

Notice to the Creditors to send in their claim, Delhi Glass Agency Private Ltd., 1137, Chah Rahat, Delhi
(In Voluntary Winding Up)

Delhi, the 28th January 1957

Take notice that I, the undersigned liquidator of the above named company, have fixed 31st March 1957, as the day on or before which the Creditors of the company, if any, may lodge their claims of debts and prove the case otherwise they will be excluded from the benefit of any distribution made before such debts are proved.

MOOL CHAND

Liquidator

NOTICE

At an Extraordinary General Meeting of Delhi Glass Agency Private Ltd., duly convened and held at 1137, Chah Rahat, Delhi on the 25th January 1957, the following resolutions were duly passed as Special Resolutions:—

'Resolved unanimously that the Company be wound up voluntarily forthwith by the members of the Company.'

'Resolved unanimously that Shri Mool Chand be appointed as Liquidator of the Company on a fixed remuneration of Rs. 50.'

MOOL CHAND

Liquidator

NOTICE

At an extraordinary General Meeting of Sarvodya Cine Picture Exchange Private Ltd. duly convened and held at Deepak Mahal, Chandni Chowk, Delhi on 25th January 1957, the following resolutions were passed as Special Resolutions:—

'Resolved unanimously that the Company be wound up voluntarily forthwith by the members of the Company'.

'Resolved unanimously that Shri Radhey Kishan be appointed as a Liquidator of the Company without any remuneration'.

Dated the 28th January 1957.

R. K. GUPTA

Liquidator

NOTICE

Notice to the Creditors to send in their claim Sarvodya Cine Picture Exchange Private Ltd.

(In Voluntary Winding Up)

Take notice that I, the undersigned liquidator of the above named company, have fixed 31st March 1957, as the day on or before which the Creditors of the company, if any, may lodge their claims of debts and prove the case otherwise they will be excluded from the benefit of any distribution made such debts are proved.

Dated the 28th January 1957

R. K. GUPTA

Liquidator

NOTICE

Notice is hereby given that the final general meeting of Janta Pictures (Private) Ltd. (in liquidation) will be held on Monday the 11th March 1957 at 8 A. M. at the registered office of the Company at 9/731 Lodi Road, New Delhi, to consider and adopt the final Winding up accounts and transact any other business. B. S. Saxena, Voluntary Liquidator of the Company 9/731 Lodi Road, New Delhi.

Dated 1st February 1957.

B. S. SAXENA

Voluntary Liquidator

NOTICE

JAIPUR INVESTMENT AND INDUSTRIAL DEVELOPMENT COMPANY PRIVATE LTD.

(In Members' Voluntary Winding up)

Notice is hereby given that I, C. B. Shah of Jaipur, have been appointed Liquidator of the above Company by a Special Resolution passed by the said Company on 23rd January 1957.

Jaipur, dated the 31st January 1957.

C. B. SHAH

Liquidator